

ORDER

4670.2B

MOTOR VEHICLE MANAGEMENT



January 22, 1991

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

Distribution: A-WXYZE-3; A-FOF-0(LTD)

Initiated By: ALG-220

FOREWORD

Order 4670.2B prescribes procedures and responsibilities for the management of general purpose, commercially-leased or rented motor vehicles, and General Services Administration (GSA) Interagency Fleet Management System (IFMS) vehicles.

This order applies to all managers and operators of Government-owned or leased vehicles in the Federal Aviation Administration (FAA) and includes procedures for acquisition, utilization, maintenance, and authorized use of vehicles.

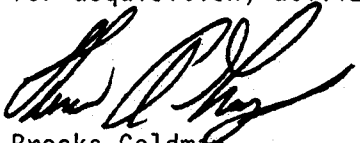

for Brooks Goldman
Associate Administrator
for Administration

TABLE OF CONTENTS

PAGE NO.

CHAPTER 1. GENERAL

1. Purpose	1
2. Distribution	1
3. Cancellation	1
4. Background	1
5. Explanation of Changes	1
6. Definitions	3
7. Forms and Reports	6
8. Authority of Change This Order	6
9. Scope	6
10. Objective	6
11. Responsibilities	6
12. Availability of Motor Vehicle Management Assistance	10
13.-19. Reserved	10

CHAPTER 2. ACCIDENT REPORTING

20. Employee Responsibilities	21
21. Supervisor Responsibilities	22
22. Accident Reporting Forms	22
23. Employee Liability - POV	22
24.-29. Reserved	23

CHAPTER 3. USE OF MOTOR VEHICLES

30. Authorized Use of Motor Vehicles	31
31. Home-to-Work Transportation/Taxation of Fringe Benefits	34
32. Vehicle Utilization	35
33. Motor Vehicle Certification/GSA Withdrawal/Interagency Fleet Management System	37
34. Records/Documentation/Program Review-Evaluation	39
35.-39. Reserved	40

CHAPTER 4. MOTOR VEHICLE IDENTIFICATION AND SPECIAL MARKINGS

40. Official Government License Tags	41
41. Official Legend, DOT/FAA Identification	41
42. Identification of Motor Vehicle at Airports	42
43. Exemptions from Use of Official U.S. Government Tags, Official Legend and DOT/FAA Identification	43
44.-49. Reserved	44

PAGE NO.

CHAPTER 5. U.S. GOVERNMENT NATIONAL CREDIT CARD (SF-149)

50. General	51
51. Procedure for Obtaining and Replacing Credit Cards	51
52. Responsibilities	51
53. Billing Codes	51
54. Billing Address	52
55. Replacement Codes	52
56. Administrative Control of Credit Cards	52
57. Obtaining Supplies and Services	53
58.-59. Reserved	53

CHAPTER 6. FUNDING, ACQUISITION, AND DISPOSAL OF MOTOR VEHICLES

60. Standards	61
61. New or Replacement Vehicles	62
62. Commercial Leasing	63
63. Replacement Standards	64
64. Forecast of Motor Vehicle Acquisition (RIS: LG 4670-4)	65
65. Funding	66
66. Fiscal Programming and Acquisition	66
67. Acquisition by Transfer	67
68. Disposal	67
69. Reserved	68

CHAPTER 7. RESERVED 71(through 70)

CHAPTER 8. RENTAL OF COMMERCIAL MOTOR VEHICLES

80. Management of Commercial Motor Vehicle Rental Program	81
81. Insurance Coverage	82
82. Rental Vehicle Accident Claims	83
83.-89. Reserved	83

CHAPTER 9. ENERGY CONSERVATION - MOTOR VEHICLES

90. Agency Application of Federal Energy Conservation Measures	91
91. Official Government Travel	91
92. Mileage Reduction Reporting Requirements (RIS: LG 4670-1)	92
93.-100. Reserved	92

	<u>PAGE NO.</u>
CHAPTER 10. PREVENTIVE MAINTENANCE PROGRAM	
100. FAA-Owned Vehicles	101
101. GSA-Leased Vehicles	101
102.-109. Reserved	101
CHAPTER 11. ACCESSORIES AND SPECIAL EQUIPMENT	
110. Control	111
111. Modification of GSA-Owned Vehicles	111
112. Safety Belts	111
113. Fire Extinguishers	111
114. Antiload Shifting Safety Devices	111
115. Communications Equipment for Airport Ground Vehicles	111
116.-119. Reserved	111
CHAPTER 12. MOTOR VEHICLE RECORDS	
120. Records	121
121. FAA-Owned Vehicle Records	123
122. GSA-Interagency Fleet Management System Records	123
123. Contractor Record Keeping	123
124.-129. Reserved	123
CHAPTER 13. U.S. GOVERNMENT OPERATOR'S IDENTIFICATION	
130. Background	131
131. Requirements	131
132. National Driver Register Search	131
133. Revocation, Suspension and Restoration of Operator's Testing	132
134. Driver Testing	132
135. Responsibilities	133
136.139. Reserved	133
CHAPTER 14. SPECIAL PURPOSE MOTOR EQUIPMENT (SPME)	
140. General	141
141. Responsibilities	141
142. Utilization Standards	142
143. Acquisition and Replacement Standards	142
144. Maintenance and Operation Standards	143
145. Disposal	143
146.-149. Reserved	143

	<u>PAGE NO.</u>
APPENDIX 1. ORDER DOT 3902.9A, SAFETY BELT USE (2 PAGES)	1
APPENDIX 2. PAINTING, MARKING, AND LIGHTING OF VEHICLES	1
APPENDIX 3. FAR PART 139, CERTIFICATION AND OPERATIONS: LAND AIRPORTS SERVING CAB-CERTIFICATED AIR CARRIERS (1 PAGES)	1
APPENDIX 4. MOTOR VEHICLE FORMS AND REPORTS (2 PAGES)	1
APPENDIX 5. RESERVED	
APPENDIX 6. HOME-TO-WORK TRANSPORTATION (13 PAGES)	1
APPENDIX 7. THE NATIONAL DRIVER REGISTER PROGRAM USER GUIDE (28 PAGES)	1

CHAPTER 1. GENERAL

1. PURPOSE. This order assigns responsibilities, and prescribes standards and procedures for the management of the motor vehicle program. This order also implements and transmits as Appendix 1, Order DOT 3902.9A, Safety Belt Use, and implements Order DOT 4440.3B, Motor Vehicle Management, and Order DOT 4440.4, Official Use of Government Motor Vehicles.
2. DISTRIBUTION. This order is distributed to the branch level in Washington, regions, and centers; to Resident Directors in overseas area offices; and limited distribution to all field offices and facilities.
3. CANCELLATION. Order 4670.2A, Motor Vehicle Management, dated March 19, 1976, is canceled.
4. BACKGROUND. The effective and efficient management of FAA-owned and General Services Administration (GSA) leased vehicles is vital to support the operations, maintenance, and safety of the FAA's National Airspace System. The Federal Property Management Regulations (FPMR 41), CFR 101, as amended, prescribes policies governing the economical management and control of Government-owned motor vehicles. Order DOT 4440.3B, Motor Vehicle Management, prescribes responsibilities, policies, and procedures for the management of general purpose motor vehicles within the Department of Transportation (DOT). Order DOT 4440.4, Official Use of Government Motor Vehicles, prescribes policies, responsibilities and procedural requirements for the official use of Government vehicles, including home-to-work transportation, within the Department of Transportation (DOT). These orders direct that each departmental element shall issue detailed procedures for supplementing these orders to ensure the establishment of an effective motor vehicle management program.
5. EXPLANATION OF CHANGES. The significant changes contained in this order are:
 - a. Paragraphs 7g, h, i, j, k, r, and s are added definitions.
 - b. Paragraph 11c adds additional responsibilities to the organizations responsible for motor vehicle management.

- c. Paragraphs 20, 21, and 22 have been rewritten for clarification.
- d. Paragraphs 30, 31, 32, 33, and 34 provide additional guidance for authorized use of motor vehicles.
- e. Paragraph 32c provides additional utilization factors for management of vehicles.
- f. Paragraph 34c adds the requirement for evaluating motor vehicles.
- g. Paragraph 33a adds the requirement for an annual review and certification of each motor vehicle.
- h. Paragraph 33c provides for maximum use of Interagency Fleet Management System (IFMS) or Interagency Fleet Management Centers (IFMC).
- i. Paragraph 41c exempts the display of legend and identification on vehicles located in foreign areas.
- j. Paragraph 42 adds identification of motor vehicles at airports.
- k. Paragraph 43a is changed from 90 to 60 consecutive days.
- l. Paragraph 43f is expanded to include a report of exempted motor vehicles.
- m. Paragraphs 51, 52, 54, 55, and 56 are expanded to include additional instructions for the use of the U. S. Government National Credit Card (SF-149).
- n. Paragraph 57 provides for obtaining supplies and services.
- o. Paragraphs 60 and 61 are expanded to include additional motor vehicle replacement standards.
- p. Paragraph 62 adds procedures for commercial leasing.
- q. Paragraph 63 adds standards for replacement of vehicles.
- r. Paragraph 64 adds requirements for The Forecast of Motor Vehicle Acquisitions.
- s. Paragraphs 65 and 66 change interfunctional funds to administrative service funds.

- t. Paragraphs 67 and 68 add procedures for acquisition and disposal of motor vehicles.
- u. Paragraph 80 expands the criteria for commercial rentals.
- v. Paragraph 81 expands the criteria for insurance coverage.
- w. Paragraph 90 expands the application of energy conservation measures.
- x. Paragraph 92 changes reporting requirements for commercially-leased vehicles from 30 to 60 or more calendar days.
- y. Paragraph 100 is expanded to include additional preventive maintenance instructions.
- z. Paragraph 120 is changed to records.
- aa. Paragraph 121 revises instructions for maintaining a perpetual historical record for DOT/FAA-owned vehicles.
- bb. Paragraph 122 cancels the Report of Sedan Data, Standard Form 820.
- cc. Paragraph 131 has been changed to agency identification card or document.
- dd. Paragraph 132 has been changed to National Driver Register Service.
- ee. Paragraph 133 has been changed to specify adverse disciplinary action.
- ff. Paragraph 134 has been changed to delete reference to the SF-46.
- gg. Paragraph 135 has been changed to define supervisors', MVOEs', and employees' responsibilities.
- hh. Paragraph 140 has been changed to delete reference to the SF-46.

6. DEFINITIONS.

- a. Vehicle Operator. Any employee who is regularly required to operate motor vehicles, including chauffeurs, mounted messengers, truck drivers, and guard drivers.

1/22/91

b. Incidental Operator. Any employee other than one assigned to an operator position who is required to operate a motor vehicle in order to properly carry out the assigned duties.

c. State License. A driver's license issued by a state, the District of Columbia, a territory, or possession of the United States where the employee is either domiciled or principally employed.

d. Motor Vehicle Accident. Any vehicular accident causing death, personal injury, or property damage.

e. General Purpose Motor Vehicles are commercially manufactured self-propelled motor vehicles, procurable from regular production lines, designed for highway transportation of personnel and cargo (sedan; station wagons; trucks one ton and under 4x2; trucks one ton and under 4x4; trucks 1 1/2 - 2 1/2 tons; trucks 3 tons and over; buses; and ambulances). This definition includes any general purpose motor vehicle which has undergone a temporary modification to meet seasonal or other special needs.

f. Special Purpose Motor Vehicles are commercially manufactured self-propelled motorized equipment designed for a special purpose: e.g., fire engines, rotary snowplows, road graders, other motorized vehicles with permanently mounted equipment, and all-terrain vehicles and snowmobiles. The definition includes any general purpose motor vehicle which has undergone permanent or major modification which would preclude further economical use as a general purpose vehicle, and other industrial equipment not highway or street driveable.

g. Official Use is the term applied to usage of Government-owned and leased vehicles for official purposes by FAA personnel or contractors in accomplishment of the agency's mission and in accordance with DOT 4440.4, Official Use of Government Motor Vehicles.

h. Acquired means purchased or leased for a period of 60 continuous days or more, but does not include vehicles obtained from the Interagency Fleet Management System.

i. Passenger Automobiles are those vehicles within the purview of Federal Specifications KKK-A-811 (Sedans) and KKK-A-850 (Stations Wagons).

j. Term Rental is the rental of a vehicle by contract or other arrangement from a commercial firm for a period of 60 continuous days or more.

k. Trailing Equipment is the term applied to various types of equipment designed to be drawn by mechanical power. Trailing equipment shall be identified with and categorized under the group classification as motor vehicles.

(1) General Purpose Trailers. Commercially manufactured trailers designed for the highway transportation of general cargo and equipment.

(2) Special Purpose Trailers. Commercially or custom manufactured trailers designed for special purposes.

1. Reportable Vehicles. All general purpose motor vehicles owned, leased, or rented by FAA, but excluding test vehicles acquired by the National Highway Traffic Safety Administration.

m. Domestic Fleet. Reportable vehicles located in the United States, its territories, possessions, and Puerto Rico.

n. Foreign Fleet. Reportable vehicles located in any area other than those listed in "m" above.

o. Sedan Type. A classification of automobile sedans determined by the minimum requirements for curb weight and wheelbase specified in Federal Standard 122Y, Amendment 1. The classifications are as follows:

DESIGNATION	CURB WEIGHT IN POUNDS	WHEELBASE IN INCHES	MODEL DESCRIPTION
I-B	2700	103-111	Sub-compact
II	3400	112-119	Compact
III	4000	120	Midsize
IV	4299	123	Large
V	5000	Open	Limousine

p. Gross Vehicle Weight Rating (GVWR). The weight of vehicles for reporting purposes.

q. Motor Vehicle Organizational Element (MVOE). The organizational element that has as one of its major functions, the management of the motor vehicle program within a center, region or sector. At Washington headquarters, the FAA Technical Center and the Aeronautical Center, this organizational element varies; in the regions, it is within the Logistics Divisions, but may be delegated not lower than the Sector level if operationally required, MVOE functional areas (GSA and FAA-owned vehicles) may be handled by different organizational and elements (i.e., AAC-50 and AAC-60 at the Aeronautical Center). If operational MVOE functions are delegated to levels lower than regions/centers (i.e., Sectors), MVOEs at the region/center level will act as focal points for Sector level MVOEs (i.e., AAC-60 at the Aeronautical Center).

r. Field Work means official work performed by an employee or contractor whose job requires the employee's or contractor's presence at various locations that are at a distance from the employee's or contractor's place of employment (Field work includes itinerant-type travel involving multiple stops within the accepted local commuting area, or use outside that area), or at a remote location that is not accessible by public or privately-owned transportation. Field work refers to the nature of the work performance; it is not restricted to "field service" as distinguished from "headquarters service."

s. Field Work Exception means the conditions under which an employee or contractor may be furnished home-to-work transportation because it is advantageous to the Government in accordance with this order. It usually applies only to those times when an employee's or contractor's work will include a large percentage of time "on the road" traveling to and from a site away from the office or other headquarters, i.e., principal workplace. Conversely, the field work exception usually does not apply when an employee or contractor is predominantly scheduled to be at his/her principal workplace or can reasonably begin or end the day there.

t. Qualified Operators are vehicle operators who are licensed and/or have proven skills to operate a particular vehicle.

u. GSA Interagency Fleet Management System (IFMS) Vehicles are permanently assigned vehicles obtained through the GSA Interagency Fleet Management System (IFMS) to support DOT programs. Although these vehicles are assigned to DOT activities, GSA is responsible for providing detailed information on these vehicles and conducting the cost studies required by Public Law 99-272.

7. FORMS AND REPORTS. Refer to Appendix 4, Motor Vehicle Forms and Reports, for the forms and reports applicable to this order.

8. AUTHORITY TO CHANGE THIS ORDER. The Director, Logistics Service, may issue changes to this order which do not change responsibilities.

9. SCOPE. This order pertains to Government-owned (GSA and FAA) general purpose motor vehicles, commercially-leased or rented motor vehicles, privately-owned vehicles and special purpose motor equipment (SPME), and operators.

10. OBJECTIVE. The agency's objective is to establish an effective motor fleet program for the efficient operation and maintenance of vehicles that will provide adequate transportation support at minimum cost to the FAA.

11. RESPONSIBILITIES.

a. The Logistics Service shall:

(1) Plan, direct, coordinate, and periodically evaluate the agencywide motor fleet program.

(2) Develop standards and procedures for the acquisition, utilization, and disposal of motor vehicles.

(3) Establish necessary reporting procedures to determine the efficiency and economy of the agency motor vehicle operation. Recommend or effect actions required to ensure maximum utilization of motor vehicles, and related resources.

(4) Develop and establish standards and guidelines for an effective preventive maintenance program.

b. Regions/Centers shall:

(1) Administer a motor fleet program in accordance with agency standards, procedures, and guidelines issued by the Logistics Service.

(2) Designate a Motor Vehicle Organization Element (MVOE) responsible for the motor vehicle program, this may be delegated to the Sector level.

(3) Periodically evaluate program performance and effectiveness to ensure compliance with agency standards and objectives.

c. The MVOE (or delegated MVOE at Sector levels) shall:

(1) Classify vehicles as either general or special purpose in accordance with the definitions prescribed in this order.

(2) Ensure that supervisors and operators are aware that Government-owned vehicles, under their cognizance or control, are used for official purposes only.

(3) Be responsible for proper use and safe operation of motor vehicles, and ensure that safety belts are working properly and are used.

(4) Determine current and projected needs for motor vehicles.

(5) Conduct a program to safeguard against misuse of motor vehicles and take appropriate action when a vehicle is misused or abused.

(6) Establish and maintain fleet management records for costs of maintenance and operations and utilization of all assigned vehicles (both FAA and GSA-owned).

(7) Assure Programming Divisions provide funding for their motor vehicle requirements.

(8) Establish and maintain an effective preventive maintenance program for FAA-owned vehicles under their jurisdiction.

(9) Ensure that data included on motor vehicle reports are current and accurate.

(10) Ensure that replaced FAA-owned vehicles are disposed of under the exchange/sale authority and that excess vehicles are reported to GSA for disposal.

(11) Ensure that only qualified (state-licensed) operators are authorized to operate vehicles.

(12) Conduct and/or aid in conducting periodic evaluations of program performance and effectiveness.

(13) Initiate management controls that prohibit contractors from acquiring vehicles at Government expense without specific approval.

(14) Ensure that keys and credit cards are adequately protected both during and after normal duty hours.

(15) Have procedures which require employees to identify themselves and show valid state operators licenses.

(16) Serve as a focal point for technical advice and coordination on the vehicle equipment fuel energy conservation program.

(17) Initiate or approve requests for the assignment or reassignment of the vehicle.

(18) Conduct cost studies and investigate excessive costs.

(19) Maintain an effective motor vehicle replacement and utilization program.

(20) Conduct a program for the surveillance and analysis of motor vehicle accidents to identify unsafe driving practices and corrective actions needed.

(21) Ensure that fleet vehicles are protected, locked, and given reasonable care.

(22) Ensure Program Divisions identify future vehicle requirements in time to meet the Annual Forecast of Motor Vehicles to be Acquired (see Chapter 6, paragraph 64 and Appendix 4, paragraph 2 (b)).

d. The Facility Manager with assigned vehicles shall:

- (1) Ensure that supervisors and operators are aware that Government-owned vehicles under their cognizance or control are used for official purposes only.
- (2) Be responsible for proper use and safe operation of motor vehicles, and ensure that safety belts are working properly and are used.
- (3) Establish and maintain fleet management records for costs of maintenance, operation and utilization of all assigned vehicles (both FAA and GSA-owned).
- (4) Ensure that data included on motor vehicle reports are current and accurate.
- (5) Ensure that only qualified (state-licensed) operators are authorized to operate vehicles.
- (6) Initiate management controls that prohibit contractors from acquiring vehicles at Government expense without specific approval.
- (7) Ensure that keys and credit cards are adequately protected both during and after normal duty hours.
- (8) Have procedures which require employees to identify themselves and show valid state operators licenses.
- (9) Ensure that fleet vehicles are protected, locked, and given reasonable care.

e. Vehicle Operators - full time or incidental - shall:

- (1) Operate motor vehicles in a safe and prudent manner and ensure that restraint systems are used by ALL vehicle occupants when the vehicle is in motion.
- (2) Report motor vehicles that are in an unsafe operating condition. Vehicles shall not be operated until the unsafe condition is corrected.
- (3) Report daily use and maintenance according to instructions.
- (4) Comply with applicable motor vehicle regulations, Federal, State, and Municipal, and observe all speed limits.
- (5) Ensure that the vehicles, keys, and credit cards are properly secured when they are left unattended.

1/22/91

(6) Ensure that government-owned vehicles under their cognizance or control are used for official purposes only.

(7) Report to their supervisor and/or MVOE when their state driver license has been restricted, suspended or revoked, and when arrested for any traffic offense that could result in a fine in excess of \$200.00, or being sentenced to confinement or probation.

12. AVAILABILITY OF MOTOR VEHICLE MANAGEMENT ASSISTANCE. Regional Motor Equipment Services Divisions of GSA are available to assist FAA on a no-cost basis with local vehicle management problems.

13.-19. RESERVED.

CHAPTER 2. ACCIDENT REPORTING

20. EMPLOYEE RESPONSIBILITIES.

a. The operator of any Government motor vehicle involved in an accident shall immediately notify the following people or entities in person or by phone:

- (1) State or local law enforcement authorities.
- (2) The manager of the GSA Fleet Management Center assigning the vehicle.
- (3) Immediate supervisor.

(a) If the employee is injured and unable to inform his/her supervisor the employee's family member(s) should contact his supervisor within 48 hours of the accident to enable the supervisor to perform notification requirements per paragraph 21.

- (4) Motor Vehicle Organizational Element.

b. Vehicle operators shall prepare and submit a Standard Form 91, Operator's Report of Motor Vehicle Accident, to their supervisor. In connection with the preparation of the SF-91, the operator shall obtain and record information from witnesses on Standard Form 94, Statement of Witness.

c. If property damage is less than \$250 and no bodily injury is involved, a completed SF-91, Optional Form 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operators, and other supporting data shall be submitted through the employee's supervisor to the appropriate Motor Vehicle Organizational Element (MVOE). Notification shall be made within seven working days.

d. If property damage is \$250 or more or bodily injury is involved, the operator shall submit, through the supervisor, Standard Form 91A, Investigation Report of Motor Vehicle Accident, and other supporting data to the appropriate MVOE, and notify legal counsel. Notification shall be made within 48 hours.

e. Supporting photographs, measurements, doctors' certificates of bodily injuries, police investigations, operator's statements, witness statements, and other pertinent data are the joint responsibility of the operator and supervisor. Such documentation shall be submitted to the appropriate MVOE.

f. The employee should not admit to any liability nor sign any insurance release forms.

21. SUPERVISOR RESPONSIBILITIES: The employee's supervisor shall be responsible for the following:

a. Notification shall be made to the appropriate Interagency Motor Pool (IAMP) manager within 24 hours whenever passengers are injured or otherwise incapacitated and when GSA-leased vehicles are involved.

b. Submission of SF-91 and all supporting data to the MVOE.

c. Submission of accident reports required in Order 3900.24A, Accident and Fire Reporting, to the Occupational Safety Officer.

d. Notification of legal counsel when an accident causes personal injury or property damages.

22. ACCIDENT REPORT FORMS. The following forms are required in the event of an accident:

<u>Vehicle Source</u>	<u>Forms</u>	<u>Prepared by</u>	<u>Submitted to</u>
GSA-leased	SF-91	Employee's Supervisor	MVOE
	SF-91A	Employee/Operator	MVOE
	SF-94	Employee/Operator	MVOE
	OF-26	Employee's Supervisor	MVOE

a. The MVOE shall submit copies of above forms (except OF-26) to the appropriate GSA Fleet Management Center (FMC) when GSA-leased vehicles are involved.

b. Accident report forms required for FAA-owned vehicles, privately-owned vehicles, and commercially rented or leased vehicles are the same as those required for GSA leased vehicles. Accident forms for these vehicles are sent to the MVOE and are not to be sent to GSA.

23. EMPLOYEE LIABILITY - P.O.V. Under the provisions of the Federal Tort Claim Act (FTCA) as amended (28 U.S.C. 2671 et seq.), the Attorney General will defend all civil actions for damage or injury brought against Government employees or their estates resulting from their operation of motor vehicles (including privately-owned vehicles) while acting within the scope of their office or employment. Damage to the employee's personal vehicle is covered by the mileage

reimbursement and the employee's personal insurance. Bodily injury/death to the employee is covered under state Workman's Compensation provisions. Employee responsibilities are the same as listed in paragraphs 20, 21, and 22 above. The MVOE and the Assistant Chief Counsel Office in each region or center can provide additional guidance.

24.-29. RESERVED.

CHAPTER 3. USE/UTILIZATION OF MOTOR VEHICLES

30. AUTHORIZED USE OF GOVERNMENT MOTOR VEHICLES.

a. The Administrative Expenses Act of 1946, as amended, restricts the use of Government-owned or leased vehicles to official purposes only. All Government motor vehicles operated by employees and contractors shall be utilized for official purposes only. Employees and contractors shall not authorize others to use Government motor vehicles for other than official purposes. Government motor vehicles shall not be used for home-to-work transportation unless such use is expressly authorized by law. Under Public Law (PL) 99-550, dated October 27, 1986, all home-to-work transportation regardless of the duration or frequency of usage, requires approval from the Secretary of Transportation, both initially and on a biennial basis thereafter. Home-to-work transportation is permitted under five separate conditions: (1) field work, (2) law enforcement, (3) a clear and present danger, (4) emergency, or (5) a compelling operational consideration. The Secretary is required to approve a written determination which also must be submitted to Congress. Title 31 U.S.C. 1349(b) provides for mandatory penalties for the unofficial use of motor vehicles.

(1) Home-to-Work restrictions do not apply to the use of a Government vehicle when used in conjunction with official travel to perform temporary duty assignments away from a designated or regular place of employment. Chapter 4, FAA Order 1500.14A, Travel Manual, defines TDY travel.

(2) Examples of official use include the following:

(a) Travel directly incidental to the performance of official business provided that the vehicle is not diverted from a reasonable and prudent route or from its intended purposes.

(b) Transportation of Government documents, equipment, or supplies.

(c) Transportation to and from official functions (including those which occur in the evening) provided that such transportation begins and ends at the principal workplace or other official duty station.

(d) Transportation between home and work when it is advantageous to the Government and it has been authorized and approved under the field work exception in accordance with this order (See Appendix 6).

(e) Transportation, on a temporary basis, between home and work when needed to protect Government employees from a clear and present danger to their physical safety (See Appendix 6).

(f) Transportation authorized by travel orders in accordance with the provisions of Order DOT 1500.6A, Travel Manual, and implementing FAA Order 1500.14A.

(3) Emergency Situations. Government motor vehicles may be used in any emergencies threatening the loss of life or property. Such use shall be adequately documented at the earliest opportunity and this documentation shall be retained in accordance with Paragraph 34 of this order.

b. Approval of use of Government Motor Vehicles. Approval of use of Government motor vehicles for purposes such as those set forth in this paragraph shall be at an appropriate supervisory level that is cognizant of the need.

(1) Approval of use of Government motor vehicles for transportation between home and work under the field work exception as set forth in paragraph 30(b) shall be in accordance with the procedures set forth in Appendix 6.

(2) Approval of use of Government motor vehicles, on a temporary basis, for home-to-work transportation when needed to protect Government employees from a clear and present danger to their physical safety may be initially made at any level in an emergency situation. Departmental elements subsequently shall request the approval of the Secretary, as soon as practical, whenever transportation is provided for such reasons in accordance with provisions of Appendix 6.

(3) Approval of use of Government motor vehicles by employees or contractors under travel orders shall be made by officials designated to authorize or approve travel.

c. Penalties for unofficial use. Any DOT/FAA employee (including uniformed military personnel) who willfully uses or authorizes the use of any Government motor vehicle for other than official purposes is subject to being suspended without pay by the Administrator of FAA for at least one month, and when circumstances warrant, for a longer period, or even being removed from office. Furthermore, an employee may be held personally liable for expenses incurred through his or her unauthorized use of a Government motor vehicle. Uniformed military personnel are subject to disciplinary action for unofficial use of Government motor vehicles in accordance with provisions of the Uniform Code of Military Justice (UCMJ).

(1) DOT/FAA Contractors. Contracting officers shall ensure that DOT/FAA contracts involving the use of Government motor vehicles provide (1) that the contractor's firm will not permit such vehicles to be used for other than official purposes, and (2) that the contracting officer be promptly notified of any instance of misuse of such vehicles, and the action taken by the contractor's firm as a result of the misuse.

(2) Government-owned motor vehicles may be provided for use by private contractors, subject to the approval of the contracting officer, where such use is determined to be advantageous to the Government. Contractor agreements shall indicate the following:

(a) Loan of motor vehicles shall not conflict with agency use. Vehicle use must be restricted solely to the specific contract under which the vehicle is authorized, and the contractor must establish and enforce penalties (to the satisfaction of the contracting officer) for their employees who willfully use, or authorize the use of, such vehicles for other than this purpose.

(b) During the period of custody, the contractor must provide regular preventive maintenance for the vehicle.

(c) Vehicle operators for the private contractor shall have State (or equivalent) permits issued for the area in which the operator is principally employed or domiciled and, specifically, for the type of vehicles to be operated.

(d) Liability for Claims. The contractor shall assume all liability for damages in connection with the use of the motor vehicle arising from any source whatsoever, and shall agree to hold the Government harmless from claims for any such damages.

d. Transportation of Nonofficial/Non-Government passengers in Government passenger carriers creates the possibility of tort claims and public criticism. It shall, therefore, be strictly limited to those situations where a non-Government person is to be transported in GOVs ON OFFICIAL BUSINESS ONLY (i.e., a civilian general aviation pilot requiring recertification and needing to be transported from the plane to the testing facility, a non-Government person performing volunteer work on behalf of the FAA, etc.).

(1) Use of a Government passenger carrier for transportation of a DOT employee and spouse together from the office to an official function to which spouses were invited is permissible. The passenger carrier may also be used for the return trip to the office of the employee and spouse together. Under no circumstances, however, would it be appropriate to use the passenger carrier to pick up or return the spouse at or to their home, or a place other than the office (of the employee), except the spouse of the Secretary when the Secretary is being transported in the same vehicle.

(2) Picking up hitchhikers or otherwise giving rides to nonofficial/non-Government persons is prohibited when operating a Government

passenger carrier on official business; violators will be subject to disciplinary actions.

e. Parking fee and storage of motor vehicles. FAA-operated vehicles used on airports shall adhere to provisions of Federal Aviation Regulations (FAR) Part 139, Certification and Operations; Land Airports Service Air carriers, paragraph 139.59, Ground Vehicles (see Appendix 3).

(1) Parking or Storage Fees. All motor vehicles used for official purposes are subject to parking meter or other parking/storage fees. Reimbursement shall be in accordance with FAA Order 1500.14A, Travel Manual.

(2) Parking Violations. Vehicle operators are responsible for payment of traffic summonses received, including parking violations.

f. Use of Privately-Owned Vehicles (POVs). The voluntary use of POVs under certain conditions can provide an economical and suitable means of transportation when their use has been determined to be advantageous to the Government (reference DOT Order 1500.6A, Travel Manual, paragraph 3-06). Vehicle mileage reduction efforts will apply to POV usage also. The MVOE shall provide program managers with current GSA vehicle rental rate data for POV and GOV cost comparison and budget estimates.

31. HOME-TO-WORK TRANSPORTATION.

a. Approvals of Home-to-Work Transportation requests shall be processed through FAA headquarters, the NAS Support Division, ALG-200, in accordance with Appendix 6.

b. Supervisory Approval for Categories. Subsequent to Secretarial approval of a category of employees or contractors, supervisory approvals of individual employees or contractors within the category shall be made on an individual case-by-case basis. For FAA employees, the supervisory approval authority may not be delegated lower than the Director, Logistics Service at headquarters, the Regional Administrators, Center Directors or Sector Managers. For DOT contractors, approval authority may not be delegated lower than the cognizant contracting officer or the contracting officer technical representative. Copies of actual supervisory approvals shall be forwarded to ALG-200 after each fiscal year quarter.

c. Biennial Secretarial Review, and Annual Supervisory Review and Certification. In accordance with regulatory requirements, the Secretary must make a biennial written determination and approval of eligibility for home-to-work transportation. Each Departmental element, however, shall conduct an ANNUAL Supervisory Review and certification of the continuing need for such

transportation. These reviews shall be made on a case-by-case basis for each (1) individual employee or contractor, or (2) category of employees or contractors. Annual Supervisory reviews and certifications by the region/center MVOEs shall be submitted to FAA headquarters, ALG-200, for submission to the Assistant Secretary for Administration by August of each year that there is a continuing need for such transportation to be furnished.

d. Cancellations/Renewals of Approvals. All approvals are cancelled automatically at the end of the specified period of need or two years, whichever is less. If, however, the requirement no longer exists, or the employee's or contractor's status changes before that time, then the approval shall be promptly cancelled in writing. Operating Elements shall promptly furnish copies of the cancellation to FAA headquarters, ALG-200. Requests from Heads of Operating Elements for renewals of approvals shall contain the same information as new requirements.

e. Documentation of Use of Official Purpose and Advantageous to the Government. All home-to-work transportation shall be used for official purposes and be advantageous to the Government. This must be documented to that effect each time the Government passenger carrier is used. Documentation may be accomplished through the use of logs or other records which should be easily accessible for audit and should contain the following information: (1) name and title of employee or contractor (or other identification, if confidential) using the passenger carrier; (2) name and title of the supervisor approving use; (3) passenger carrier identification; (4) date and times of travel; (5) location and distance; (6) duration; (7) destinations and points of departure; (8) circumstances requiring home-to-work transportation; and (9) reason(s) why providing home-to-work transportation is advantageous to the Government. Retention of these records shall be in accordance with Paragraph 34 of this order.

f. Taxation of Fringe Benefits. Using Government vehicles for home-to-work transportation is considered a fringe benefit subject to personal tax liability (Section 1344, Title 31, U.S.C., as amended by P.L.99-550 of 10-27-86, IRS Temp. Reg. 50 FR 52281 of 12-23-85, DOT Notice 3550.4, Taxation of Fringe Benefits, and DOT Order 4440.4, Official Use of Government Passenger Carriers). An annual Report of Taxation of Fringe Benefits is to be submitted to ALG-200 not later than November 15 each year (summary of people, names and values see Appendix 4, 2, (i)).

32. VEHICLE UTILIZATION.

a. Standards.

(1) Vehicle use and rotation objectives are provided in FPMR Subpart 101-39.301. This chapter amplifies these objectives for agency application.

(2) Designated MVOE elements are responsible for establishing and maintaining an effective utilization program that will provide efficient and economical use of agency-owned and leased general purpose motor vehicles. In the conduct of this program, they shall:

(a) Consider the assignment of Government-owned (GSA) and leased vehicles, or the procurement of new or replacement agency-owned motor vehicles equipped to help cut overall operating cost, provide fuel economy, and accomplish the agency's mission.

(b) Establish intra-agency motor pools of all general purpose motor vehicles to the maximum extent practicable.

(c) Assign vehicles to activities on a continuing basis only when vehicle requirements have been adequately justified in writing by the using activity.

b. Utilization Guidelines. The MVOE shall apply the following usage objectives to determine effective utilization of agency-owned or leased vehicles in their inventories:

(1) Passenger-carrying Vehicles. 3,000 miles per quarter or 12,000 miles per year.

(2) Light Trucks and Other General Purpose Vehicles. One ton and under (less than 12,500 GVW) 10,000 miles per year.

(3) Medium Trucks and Other General Purpose Vehicles. One and one half to two and one-half ton (12,500 to 17,000 GVW) - 7,500 miles per year.

(4) Heavy Trucks, Multiple Drive Trucks, and other General Purpose Vehicles. The MVOE will establish usage objectives for each vehicle in this category based on analysis of usage and the high operation and maintenance cost incurred by the vehicle.

(5) Truck Tractors. 10,000 miles per year.

c. Utilization Objectives.

(1) FPMR 101-39.300 prescribes utilization (mileage) objectives for various classes of general purpose motor vehicles. This is the commonly used factor for determining the number and types of vehicles to be assigned to each region, center, and headquarter Logistics Service. However, there are other, more precise, utilization factors which provide better visibility of

actual utilization for management review of vehicle requirements. Examples are: Times used (day, week, month); Hours used; Passengers transported; Pick-ups made; Service calls made; Parcels carried.

(2) The purpose for which a vehicle is used, and the way it is operated, determine the utilization factor to be applied to a particular vehicle or group of vehicles.

(3) When any utilization factor other than mileage is applied, it shall be quantified and expressed as the utilization objective and entered on the fleet management record for the vehicle. Usage shall be recorded on a current and continuing basis in terms of the selected utilization objectives not less frequently than annually. If actual use is less than the established objective, an analysis shall be made to determine whether the vehicle is underutilized, not essential, or whether the utilization objective should be adjusted. Retention of vehicles which consistently fail to meet utilization objectives shall be justified in writing and the justification for retention made part of the permanent file for the vehicle.

(4) It is recognized that neither mileage nor the other factors cited in "1" above always accurately provide uniform data for standardization of fleet size and use. Therefore, in determining the utilization factor to be used for a particular vehicle or group of vehicles whose purpose and manner of operation are the same, consideration should be given to the following: Mission; Geographic location; Climatic conditions; Physical arrangement of facilities and installations; Characteristics of roads and terrain; Availability of commercial transportation; Peak daily and seasonal requirements; Unpredictable changes to workload.

(5) Low use vehicles shall be rotated with high usage vehicles when such action is not precluded by such factors as removal and reinstallation of permanently required equipment, type of vehicle, geographic location, and terrain characteristics.

33. MOTOR VEHICLE CERTIFICATION/GSA WITHDRAWAL/INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS).

a. Certification of Vehicles (RIS: LG 4670-5). MVOEs shall conduct an annual review and certification of each motor vehicle (passenger and truck) to determine use and retention.

b. Withdrawal by GSA. GSA may withdraw the issued vehicle from further use by the agency holding the vehicle until it is determined that the using agency has complied with the provisions of Paragraph 101-39.3 or that the

vehicle has not been maintained or used improperly. Improper use includes, but is not limited to, credit card abuse and misuse, continued violation of traffic ordinances, at-fault accidents, reckless driving, driving while intoxicated, and use for other than official purposes (FPMR 101-39.307).

c. The Interagency Fleet Management System (IFMS) shall be used to the maximum extent practicable. Requirements for Government-owned motor vehicles which are to be stored, garaged, or operated within the defined boundaries of an established IFMS shall be obtained from the IFMS, except when such vehicles are exempt from the IFMS in accordance with FPMR 101-39.106 or not available from the IFMS, and leased vehicles are acquired in lieu of Government-owned vehicles. Government-owned vehicles which are not stored, garaged, or operated within the defined boundaries of an established IFMS, shall still utilize IFMS support to the maximum extent practicable.

(1) Regions, Centers, and the Headquarters Building Management Division, ALG-500, shall submit requests for IFMS vehicles to GSA in writing and shall specify the date(s) that the vehicle(s) are required. These requests shall also cite FPMR 101-39-205 and advise that leasing is contemplated in the event IFMS vehicles are not available by the required date. Upon notification from GSA that IFMS vehicles are not available, leasing action may be taken if desired.

(2) GSA provides a vehicle packet for each IFMS vehicle. Operators shall familiarize themselves with the contents of the packet and adhere to GSA instructions in the packet. However, if an FAA employee is unable to reach the IFMS by phone, the operator should have necessary repairs made if they do not exceed \$50.00, using the vehicle credit card and writing "Emergency Repair" on the receipt and notify the IFMS after the fact. Otherwise, repairs require prior Fleet Management Center (FMC) approval.

(3) GSA uses the Simplified Intragovernmental Billing and Collection (SIBAC) System to collect charges for IFMS support. Under this system, customer activities each month are provided a machine listing of charges, by individual vehicle, for which funds have been transferred to GSA at the Treasury Department level. MVOE's shall review all SIBAC listings promptly upon receipt to determine whether charges made by GSA are proper and correct. The most prevalent types of erroneous charges are those set forth below. Credits for any erroneous charges found on SIBAC listings shall be obtained in accordance with automatic charge back procedures set forth in Chapter 5000 of the Treasury Fiscal Requirements Manual:

(a) Charges for assigned vehicles which have been deadlined for repair for more than three working days and a substitute vehicle has not been provided by the IFMS; and

(b) Charges for accident damages when it is clear from the record that the using activity should not be charged for such damage based on the criteria set forth in FPMR 101-39.406.

(4) All arrangements under which FAA operating elements perform servicing, maintenance, and/or repair of IFMS vehicles shall be covered by formal interagency agreements in accordance with the requirements of FAA Order 2500.35C, Reimbursable Agreements Covering Services and Materiel. The terms and conditions of each agreement shall ensure that DOT recovers direct and indirect costs associated with providing the service. Agreements shall be reviewed at least annually to determine whether the agreement should be canceled or continued and to determine whether rates or reimbursement should be revised, if a decision is made to continue to agree.

34. RECORDS/DOCUMENTATION/PROGRAM REVIEW-EVALUATION.

a. Retention of records and reporting requirements. Records regarding either (1) the use of Government vehicles for the home-to-work transportation of DOT/FAA employees, or (2) the use of such vehicles in emergency situations threatening the loss of life or property, shall be retained for a MINIMUM OF THREE (3) YEARS (see retention reference in Order 1350.15B). Records of the above uses by DOT/FAA contractors shall be retained in accordance with the record retention requirement of the contract.

b. Documentation requirements. The MVOE shall maintain the following documentation for each vehicle assigned under standards prescribed in paragraph 32a:

(1) Maintain data to determine that all assigned vehicles meet or exceed prescribed utilization objectives, that essential requirements cannot be met with fewer vehicles, and that all or part of requirements cannot be more economically provided through the use of intermittent rentals or privately-owned vehicles. When local systems cannot provide the above data, time-of-day usage studies shall be conducted. FAA Form 4670-4, Motor Vehicle Dispatch Record, or FAA Form 3148-1, Motor Vehicle Dispatch ticket, shall be used to collect data for time-of-day usage studies;

(2) Maintain data to support the justification for retention of all vehicles that do not meet the utilization objectives in paragraph 32b. Rotation of vehicles shall be used where possible to attain the usage objectives. Send a copy of the justification to the appropriate GSA IFMC for GSA leased vehicles;

(3) Maintaining data to support the justification for assignment of special types of vehicles;

(4) Annual reviews and revalidations of the needs and justifications for retention of vehicles not subject to time-of-day usage checks and not meeting utilization objectives of paragraph 32b.

c. Program review/evaluation. The MVOE in regions, centers, and the Washington headquarters MVOE shall periodically evaluate motor vehicle program performance and effectiveness to ensure compliance with this order, internal supplemental instructions of the organizational element, and official external regulations. Evaluation check lists should include, but not necessarily be limited to, such items as:

- (1) Official use criteria.
- (2) Classification of vehicles (general or special purpose).
- (3) Official marking and licensing of vehicles.
- (4) Accident reporting.
- (5) Recordkeeping and reporting systems.
- (6) Preventive maintenance.
- (7) Acquisition, utilization, replacement, and rotation of vehicles.
- (8) Obtaining supplies and services for vehicles.
- (9) IFMS support.
- (10) Commercial lease.

35.-39. RESERVED.

CHAPTER 4. MOTOR VEHICLE IDENTIFICATION AND SPECIAL MARKINGS.

40. OFFICIAL GOVERNMENT LICENSE TAGS. DOT vehicle license tags shall be used for all agency-owned vehicles. The ordering procedure for DOT tags is contained in FPMR, Subpart 101-38.2, which is quoted in part as follows:

a. "Procure official Government tags from the Superintendent of Industries, District of Columbia, Department of Corrections, Lorton, Virginia, 22079, telephone number (703) 643-2142."

b. "Purchase orders shall include the code letters "(DOT)" and numbers to be imprinted on the tags" (block numerical assignments by organization are contained below), "the date delivery is required, the appropriation to be charged, and the signature of an official authorized to obligate the cited appropriation." The purchase order must also state the tags are to be nonreflective. Current tag prices can be obtained by calling (703) 690-1111 or (703) 643-2142. Tag number series for FAA activities are as follows:

AAL - 20000 to 20500	ASO - 33001 to 33500
ACE - 20501 to 30000	ASW - 33501 to 34000
AEA - 30001 to 30500	*AWP - 34001 to 34500(Domestic)
AGL - 30501 to 31000	AAC - 34501 to 35000
ANE - 31001 to 31500	ACM - 35001 to 35500
ANM - 31501 to 32000	Wash.Hq - 35501 to 35550
AWP - 32001 to 32500(Overseas)	
ANM - 32501 to 33000	Reserved - 35551 to 39999
(Formerly ARM)	

NOTE: AWP numbers from 32001 to 32500 are used for vehicles assigned to overseas locations: Honolulu, Guam, and American Samoa. AWP numbers from 34001 to 34500 (Domestic) are assigned to other AWP vehicles.

c. The MVOE shall maintain a current record of all assigned licenses tags and records of lost, stolen, or voided license tags. Lost and stolen tags should be reported to local police authorities.

41. OFFICIAL LEGEND, DOT AND FAA IDENTIFICATION. In accordance with FPMR, Subpart 101-38.203 for FAA-owned vehicles and trailers, the identification, conspicuously displayed, shall read:

FAA OFFICIAL USE ONLY
U.S. GOVERNMENT
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

The full name of the department, establishment, corporation, or agency by which it is held; or a title descriptive of the service in which it is held if such a title readily identifies the department, establishment, corporation, or agency concerned shall be displayed conspicuously in letters of a color that is in definite contrast to the background color of the motor vehicle involved. The principal identifying word or words, or the full title of such agency identification shall be in letters not less than 1 inch high and not over 1 1/2 inches high. Subsidiary words, or titles of subordinate units, if used, shall be in letters not less than 1/2 inch high and not over 3/4 inch high. The identification should be applied through the use of decalcomanias (elastomeric pigmented film type). * NOTE: Decalcomanias are to be procured locally, or through the National Decal Corp., P.O. Box 1513, North Wales, PA 19454, (215) 822-1744.

a. GSA Fleet Management System Vehicles. The MVOE shall make arrangements to have the following FAA identification installed on leased vehicles when required to provide identification for access to restricted areas or management control of motor vehicles:

FEDERAL AVIATION ADMINISTRATION

NOTE: Decalcomanias are to be procured locally, or through the National Decal Corp., P.O. Box 1513, North Wales, PA 19454, (215) 822-1744.

b. Location of Legend and Identification.

(1) On passenger cars, station wagons, ambulances, buses, carryalls, trucks, and tractors, placed in lower left, rear window.

(2) On motorcycles and motor scooters, located on both sides of fuel tank, package compartment, or other appropriate surface.

(3) On trailers, centered on both sides of front quarter of vehicle, vertically or horizontally as appropriate.

c. Vehicles located in foreign areas are not required to display the official legend and identification.

42. IDENTIFICATION OF MOTOR VEHICLES AT AIRPORTS. Painting, marking, and lighting of general purpose Government-owned or leased motor vehicles used on aircraft movement areas shall comply with the intent of Advisory Circular 150/5120-5, Painting, Marking, and Lighting of Vehicles used on an Airport (see Appendix 2). The FAA Logistics Center stocks the following vehicle identification items:

a. Revolving Beacon Light and Mounting Devices
(NSN 6220-00-467-2070);

- b. Revolving Beacon Light, Portable (NSN 9262-00-208-9127);
- c. Warning Flag (NSN 8345-00-027-3704);
- d. Flagstaff (NSN 8345-00-086-2857); and
- e. Flagholder (NSN 8345-00-970-5194)

43. EXEMPTIONS FROM USE OF OFFICIAL U.S. GOVERNMENT TAGS, OFFICIAL LEGEND AND DOT/FAA IDENTIFICATION.

a. Scope. Provisions of this paragraph apply to Government-owned and commercially-rented/leased (60 consecutive days or longer) motor vehicles assigned for use in the United States, District of Columbia, commonwealths, or possessions.

b. Request for Exemptions.

(1) Requests for exemptions for motor vehicles, where conspicuous identification would interfere with the purpose for which the vehicles are acquired and used, are limited to vehicles used for intelligence, investigative, or security purposes by the Office of Civil Aviation Security as well as field office counterparts.

(2) Regional Administrators and Center Directors shall submit a memorandum request to the Logistics Service (ALG-1) for the approval of an exemption. The request shall include a certification that the display of the official U.S. Government tag or identification would interfere with the duties, or endanger the security, of employees of the United States Government.

c. Approval. The Director, Logistics Service, shall review requests for exemptions and take necessary action to obtain required departmental approval of such requests. When an exemption from display of official U.S. Government tags, official legend, DOT and FAA identification is authorized, regular license plates issued by the local government where the vehicle is principally operated shall be displayed on the vehicle.

d. Requests for Tags for Exempted Vehicles.

(1) District of Columbia. Requests for regular District of Columbia tags for motor vehicles exempted from displaying U.S. Government tags shall be submitted to the Departmental Office of Security, M-70, for approval.

(2) States, Commonwealths, or Possessions. Requests for regular tags issued by the State, Commonwealth, or Possessions in which an exempted

vehicle is principally operated shall be approved by Regional Administrators and Center Directors, and the Director, Logistics Service, ALG-1, or their designees, in accordance with applicable local requirements.

e. Discontinuance of Exemptions. Regional Administrators/Center Directors shall provide ALG-1 written notification concurrent with discontinuance of any authorized exemption. Notifications shall cite the reason(s) for such action and effective date of the discontinuance.

f. Reports. MVOE's shall submit a Report of Exempted Vehicles (RIS: LG 4670-6) to ALG-200 when requested, showing the total number of motor vehicles, including term leased IFMC vehicles, exempted pursuant to FPMR Subpart 101-38.2. ALG-200 will prepare the consolidated FAA report for submission to OST for inclusion in the departmental report that is forwarded to GSA.

44.-49. RESERVED.

CHAPTER 5. U.S. GOVERNMENT NATIONAL CREDIT CARD (SF-149)

50. GENERAL. The FAA shall use the U.S. Government National Credit Card (SF-149) to obtain gasoline, lubricants, fuel oil (diesel), kerosene, and related services at service stations providing supplies and services listed in the Defense Fuel Supply Center publication "Government Vehicle Operators Guide" (DFSCH 4280.1). Copies of this publication may be requested from: Commander, Defense Fuel Supply Center, Attention: DFSC:OD, Cameron Station, Alexandria, VA. 22304-6160 (Tel: (202) 274-7988). A separate SF-149 shall be issued for each FAA-owned general purpose vehicle, vehicles commercially-leased for over 60 days, and SPMEs. The reverse side of the card explains the conditions under which the card may be used for supplies and services.

51. PROCEDURES FOR OBTAINING AND REPLACING CREDIT CARDS. The procedure for obtaining the U.S. Government National Credit Card (SF-149) for FAA-owned/leased general purpose vehicles and SPMEs is by telephoning orders directly to the contractor.

52. RESPONSIBILITIES. The MVOE shall requisition, issue, and control SF-149s for FAA-owned/leased general purpose vehicles and SPMEs. The following information shall be provided to the contractor at the time of ordering cards:

- a. Name and telephone number of an individual at the ordering activity.
- b. Number of cards ordered.
- c. Address to which the embossed cards are to be sent.
- d. The address to which invoices for the use of the SF-149 will be sent, i.e., the billing address to be used by the oil companies.

53. BILLING CODES. The billing codes listed below have been assigned for use in ordering credit cards for vehicles under the jurisdiction of the offices indicated:

a. Washington Headquarters	000 169 100
b. Eastern Region	000 169 101
c. Southwest Region	000 169 102
d. Central Region	000 169 103
e. Western-Pacific Region	000 169 104
f. Alaskan Region	000 169 105
g. New England Region	000 169 107
h. Southern Region	000 169 108

i. Great Lakes Region	000 169 109
j. Northwest Mountain Region	000 169 111
k. Aeronautical Center	000 169 115
l. FAA Technical Center	000 169 216

54. BILLING ADDRESS. The billing address will consist of the name of the agency and the complete address to which contractors send statements covering the purchase of supplies and services. The name and commercial telephone number of an employee in the office ordering the credit card should be included. The billing address is limited to three (3) lines with a maximum of twenty-two (22) characters per line (including spaces and zip code). The billing address is not embossed on the credit card.

55. REPLACEMENT CODES. If the request to the contractor is for replacement of a previously issued SF-149, the replacement codes used shall be as follows: A, address or billing account number has changed; B, broken; C, cracked; D, debossed; E, expired; L, lost; or S, stolen. Note that any order that does not include all of the required data elements or contains inaccurate information cannot be processed.

56. ADMINISTRATIVE CONTROL OF CREDIT CARDS.

a. It is essential that supplies and services procured with SF-149s are for official use of the agency and that administrative control is maintained to prevent unauthorized use of credit cards.

b. The MVOE shall establish procedures to provide for:

(1) Prompt notification to the credit card contractor of lost or stolen credit cards (notifications shall include the date each card was reported lost or stolen);

(2) Prompt notification to the credit card contractor of changes or deletions to billing account numbers and/or addresses;

(3) Prompt and positive destruction of all credit cards that have been replaced for any reason, and lost or stolen credit cards recovered after being reported and/or replaced; and

(4) Destruction of credit cards bearing an expiration date that has passed or credit cards bearing an invalid license tag number; e.g., the number of a tag that has been replaced or destroyed.

57. OBTAINING SUPPLIES AND SERVICES.

a. Government-owned and Commercially-Leased Vehicles. Leased servicing arrangements with other Government agencies and use of the SF-149 are primary sources for obtaining supplies and services for the operation of Government-owned and commercially-leased vehicles.

b. Cross-Servicing Arrangements.

(1) Organizations which operate automotive fuel dispensing facilities shall make such facilities available for use by other Federal agencies through the use of cross-servicing arrangements. Organizations shall also make maximum use of fuel dispensing facilities of other Federal agencies, unless geographic or operational considerations make their use impractical.

(2) All cross-servicing arrangements shall include provisions for forecasting requirements at appropriate intervals and provisions for reimbursement, including overhead and labor, to the activity operating the fuel dispensing facility.

(3) MVOE's shall provide all operators of Government-owned and leased vehicles a list of Government fuel dispensing facilities located in the area customarily traveled, and direct that such facilities be used as the primary source, whenever possible.

58.-59. RESERVED.

CHAPTER 6. FUNDING, ACQUISITION, AND DISPOSAL OF MOTOR VEHICLES.

60. STANDARDS.

a. GSA Interagency Fleet Management System (IFMS). Procurement or assignment of agency-owned general purpose motor vehicles shall not be approved at locations serviced by the GSA Interagency Fleet Management System. Direction for obtaining GSA IFMS assistance/support is provided in FPMR 101-39. Agency-owned motor vehicles and equipment may be exempted, on a limited basis, from GSA IFMS operations under FPMR Subpart 101-39.107. Documentation of GSA approved exemptions shall be obtained and retained by the MVOE.

(1) Requests for less than five (5) additional vehicles. When less than five additional vehicles are needed, the field activity shall contact the appropriate GSA IFMS or regional office to determine if the need can be filled at the local level. If the vehicle needs cannot be filled at the local level from the existing GSA vehicle inventory, submit the requirements in accordance with procedures below.

(2) Requests for five or more additional vehicles. When five or more additional vehicles are needed, the certifying management official shall certify the need for expansionary vehicle support. The request shall contain information listed in paragraph (3) below and be submitted to ALG-200. Approval of the request is required before further procurement action may be initiated. ALG-200 shall forward it through the DOT Central Motor Vehicle Contact Point, M-442, to the:

Director,
Office of Transportation (FT)
General Services Administration
Washington, D.C. 20406

(3) Requests for expansionary vehicle requirements, regardless of quantity, shall contain the following information:

- (a) Certification of need;
- (b) Numbers of types of vehicles;
- (c) Locations;
- (d) Date required - earliest/latest acceptable;

- (e) Anticipated length of assignment;
- (f) Projected utilization (normally in terms of miles);
- (g) Certification of funding;
- (h) Program areas requiring vehicles; and
- (i) Source of vehicle support, if GSA cannot provide support.

b. Certification to GSA shall be made by the Administrative Management Council member within FAA, the Associated Administrator for Administration.

61. NEW OR REPLACEMENT VEHICLES.

a. Programming of funds for procurement of agency-owned motor vehicles shall not be approved until all of the following factors have been determined by the MVOE:

(1) Vehicle requirement is justified as essential to the performance of the agency mission.

(2) IMFS vehicle support is inadequate or unavailable, purchase of the required vehicles is a method of acquisition that, when evaluated against commercial leasing of the vehicles, may be the most economical and advantageous.

(3) Vehicle type, model, and specifications meet the applicable Federal standards and conform with FPMR 101-38.104-1. The job performance requirements of the vehicle shall have been coordinated between the program office using activity and the motor vehicle organizational elements.

(4) Vehicle meets prescribed utilization standards or special assignment criteria.

(5) Vehicle replacement meets the replacement standards of FPMR 101-38.4 and all pertinent temporary regulations which apply to vehicles used in non-foreign locations. For vehicles used in foreign countries, use appropriate local Department of State motor vehicle replacement cycle criteria.

(6) Purchase of new sedans, station wagons, and light trucks other than those to be used for law enforcement, shall be limited to standard vehicles (unless other than standard vehicles are specially required) as follows: sedans, class IA-small, class IB-subcompact, or class II-compact; station wagons, class I subcompact or class II-compact vehicles, as described in Federal Standard No. 122, and light trucks as defined in Federal Standard Nos. 292 and 307.

(Federal Standards Nos. 122, 292, and 307, as used in this section, mean the latest editions.) Medium and heavy duty trucks will be purchased according to the provisions of \$101-26.5. Requisitions submitted to GSA for motor vehicles shall be in conformance with the requirements of 41 CFR 101-38.101 which requires the purchase of fuel efficient vehicles.

(7) All requirements for motor vehicle purchases shall be processed through GSA in accordance with FPMR 101-38.104-3, Consolidated Purchase Program.

(8) Nonstandard vehicle requirements are adequately justified, and an exception to the Federal standard has been granted in accordance with 41 CFR 101-29.402.

b. If a motor vehicle has been wrecked or damaged beyond economical repair (including unusual wear caused by abnormal operating conditions) it may be replaced without regard to the above standards after certification to that effect by a Regional Administrator, Center Director, or the Director, Logistics Service, if a Washington headquarters vehicle.

c. MVOE's shall, on a case-by-case basis, extend the service life of vehicles which meet or exceed replacement standards when the vehicle is mechanically sound and is still able to accomplish its primary mission.

62. COMMERCIAL LEASING.

a. When IAMP vehicle support is inadequate or unavailable, commercial leasing of required vehicles is a method of acquisition that, when evaluated against purchase of the vehicles, may be most economical and advantageous. Authorization to commercially lease vehicles is granted only by the GSA central headquarters. All requests for leasing authority must be approved by GSA before the agency enters into the lease.

b. Requests to GSA for commercial leasing authority shall be approved by the Associate Administrator for Administration, AAD-1, or his/her designee. A copy of each request for authorization to commercially lease vehicles shall be submitted promptly to ALG-200; ALG-200 shall forward it through the DOT Central Motor Vehicle Contact Point, M-442, to:

Director, Office of Transportation (FT)
General Services Administration
Washington, D.C. 20406

After leasing authority has been granted by GSA and the lease has been executed, two copies of each lease shall be submitted promptly to ALG-200 who forwards a copy through M-442 to the GSA Office of Transportation (FT).

c. Leases of passenger automobiles are to be limited to small, subcompact, and compact vehicles unless a certification is provided to GSA that a larger class vehicle is essential to the agency's mission (FPMR 101-38.103). Passenger automobiles or light trucks, 8,500 pounds GVWR and under, that are to be leased must be included in the annual forecast of motor vehicle acquisitions.

d. Passenger automobiles and light trucks that are to be leased must also meet mileage standards set forth in FPMR 101-38.101-3.

63. REPLACEMENT STANDARDS. Replacement standards for various classes of general purpose vehicles are as follows:

a. Sedans and Station Wagons: Three (3) years or 60,000 miles, whichever occurs first;

b. Ambulances: Seven (7) years or 60,000 miles whichever occurs first;

c. Buses: Buses may be replaced when they have been in operation the following number of miles:

- (1) Intercity-type: 280,000 miles;
- (2) City-type: 150,000 miles; and
- (3) School-type: 80,000 miles.

d. Trucks, less than 12,500 pounds GVWR:

- 4x2, six (6) years or 60,000 miles, gas engines
- 4x2, six (6) years or 150,000 miles, diesel engines
- 4x4, six (6) years or 50,000 miles, gas engines
- whichever occurs first;

e. Trucks, 12,500 - 23,999 pounds GVWR:

- Rear-wheel dr., eight (8) years or 70,000 miles, gas engines
- Rear-wheel dr., eight (8) years or 150,000 miles, diesel engines
- All-wheel dr., eight (8) years or 60,000 miles, gas engines
- All-wheel dr., eight (8) years or 100,000 miles, diesel engines
- whichever occurs first;

f. Trucks, 24,000 pounds and over:

Rear-wheel dr., ten (10) years or 100,000 miles, gas engines
Rear-wheel dr., ten (10) years or 250,000 miles, diesel engines
All-wheel dr., ten (10) years or 100,000 miles, gas engines
All-wheel dr., ten (10) years or 150,000 miles, diesel engines
whichever occurs first;

g. 4- or 6-wheel drive vehicles:

Five (5) years or 50,000 miles whichever occurs first.

If a motor vehicle has been wrecked or damaged (including wear caused by abnormal operating conditions) beyond economical repair, the vehicle may be replaced without regard to the above standards after review by the head of the agency or his/her designee.

64. FORECAST OF MOTOR VEHICLE ACQUISITIONS (RIS: LG-4670-4)

a. FPMR 101-38.1, Motor Vehicle Acquisition Policy, requires a departmental submission each fiscal year of an annual forecast of motor vehicle acquisitions. The forecast shall include both passenger automobiles and light trucks, 8,500 pounds GVWR and under. Acquisitions include both purchases and commercial leases which are for a period of 60 days or more. Vehicles obtained on assignment from the IFMS are NOT to be included in the forecast.

b. Prior to the beginning of each fiscal year, M-442 will issue a call for forecasts, and provide any variable information regarding this requirement. Forecasts shall be received by ALG-200 NLT November 15 and be submitted to M-442 NLT December 1 of each year. Each departmental element must achieve the fleet average fuel economy for the appropriate fiscal year (as set forth in FPMR 101-38.101-3) for passenger vehicles and light trucks (4x2 and 4x4). Each passenger automobile acquired (except vehicles designated for use in law enforcement work or emergency rescue work) must also meet or exceed the average fuel economy standard (this is the minimum mileage the vehicle must achieve). Exceptions to this provision require prior and specific approval of the Administrator of the General Services Administration with the concurrence of the Secretary of Energy.

c. The forecasts are used to prepare a consolidated departmental forecast for submission to GSA. GSA will not accept any request (purchase action or proposed new lease) for acquisition of passenger automobiles or light trucks unless such vehicles are specifically included in the DOT forecast. ALG-200 and M-442 must be notified promptly, in writing, of any

required revisions in the forecast which occurs after submission of the original forecast. All purchase requests and requests for commercial leasing authority submitted to GSA must contain a certification that the requested vehicles are included in the departmental forecast. Two copies of each executed lease shall be submitted promptly to ALG-200 who submits a copy to M-442.

d. When there are eight or more agency-owned vehicles in any class (sedans or other passenger carrying vehicles such as station wagons, ambulances, buses, and all trucks and truck tractors) not more than 25% of the vehicles in any class may be replaced in any one fiscal year. When the number of vehicles in any class is less than eight, not more than two vehicles may be replaced in any one fiscal year. All vehicles to be replaced shall meet the age or mileage standards or must have sustained unusual wear caused by abnormal operating conditions.

65. FUNDING.

a. Motor Vehicle Organization Elements in all regions/centers, or equivalent, shall assure Program Divisions provide funding for all motor vehicle requirements for agency-owned passenger carrying vehicles (automobiles, station wagons, ambulances, and buses).

b. Program Divisions shall program and fund for their respective vehicle requirements not included in paragraph 61a, and shall coordinate their requirements with the MVOE (appropriate guidelines allow Program Divisions in the regions to control funding for vehicles they utilize).

66. FISCAL PROGRAMMING AND ACQUISITION. The following actions shall be taken for the acquisition of new or replacement vehicles.

a. Regional or Center Program Offices (or equivalent) shall:

(1) Prepare vehicle requirements with justifications based on factors outlined in paragraph 61 and coordinate with the MVOE for all vehicles, except those funded from administrative services. The requirements shall be prepared in response to the annual call for estimates.

(2) Ensure that requests for vehicles not contained in the Federal Standards are completely described, including intended use, and type of terrain where vehicle is to be used. These requests are to be prepared on an agency purchase order form.

(3) Initiate procurement requests for vehicle requirements that have received budget approval and transmit the requests to the MVOE for review prior to procurement action.

(4) Initiate procurement requests for vehicles reflected in the Federal Standards on GSA Form 1781, Motor Vehicle Requisition-Delivery Order-Invoice.

b. The MVOE within the Regional Logistics Division, or equivalent, shall:

(1) Consolidate vehicle acquisition requirements in response to the annual call for estimates.

(2) Provide the Program Division technical advice on submission of vehicle requirements. Coordinate major deviations from the Federal Standards with ALG-200.

(3) Review and evaluate all vehicle requirements and justifications for any deviations submitted in response to the annual call for estimates.

(4) Determine if comparable vehicles are available from existing, excess, or surplus resources. Establish that new or replacement justification is valid.

(5) Approve vehicle programming, acquisition, and disposal in accordance with provisions of this chapter. Procurement documents shall be transmitted directly to the GSA Central Office for purchase of the required vehicles, with an information copy sent to ALG-200.

c. The NAS Support Division, ALG-200, shall monitor requests for acquisition of new or replacement vehicles when the request quantity is greater than 5.

67. ACQUISITION BY TRANSFER. Acquisition of general purpose motor vehicles by transfer from other Government agencies or sources shall be in accordance with Order 4800.2A, Utilization and Disposal of Excess and Surplus Personal Property. Written approval by the appropriate MVOE shall be required prior to processing the transfer documents.

68. DISPOSAL.

a. When a DOT/FAA-owned general purpose motor vehicle is replaced, the old vehicle, whether domestic or foreign, shall be disposed of in accordance with FPMR 101-46, Utilization and Disposal of Property Pursuant to Exchange/Sale Authority. It is agency policy that all such vehicles be reported to GSA (domestic) or turned over to the State Department (foreign) for sale and that the proceeds be applied to the acquisition cost of the replacement vehicle. The proceeds from sale of vehicles will be available for

use in the acquisition of vehicles during the fiscal year in which the old vehicle is sold, and for one fiscal year thereafter.

b. Any vehicle acquired from excess shall be placed in use for a minimum of 1 year before it is eligible for disposal under the exchange/sale authority.

c. If any vehicle is not to be replaced, and it is considered excess, it will be reported to GSA (domestic) or turned over to the State Department (foreign) for disposal as prescribed in FPMR Subpart 101-43.311-1, or applicable State Department regulations.

d. Title to DOT/FAA-owned vehicles disposed of by either of the above methods shall be transferred on SF-97, The United States Government Certificate of Release of a Motor Vehicle, and SF-97A, Release of a Motor Vehicle. Instructions for preparation and distribution of the SF-97 and SF-97A are prescribed in FPMR Subpart 101-38.7, Transfer Storage and Disposal of Motor Vehicles.

e. When a vehicle is permanently removed from Government service, Government license tags and all other identification as a Government vehicle shall be removed prior to transfer of title or its actual delivery and return to the MVOE. When a vehicle is transferred to another Government agency, the license tags and the DOT/FAA identification shall be removed and returned to the MVOE. The MVOE, in turn, shall destroy the license tags.

69. RESERVED.

CHAPTER 8. RENTAL OF COMMERCIAL MOTOR VEHICLES.

80. MANAGEMENT OF COMMERCIAL MOTOR VEHICLE RENTAL PROGRAM.a. The MVOE shall:

(1) Conduct a continuing review and analysis of the commercial vehicle rental mileage to determine any adverse effect to the Government-owned fleet.

(2) Use commercial car rental agencies as reflected in the Federal Travel Directory and provide information concerning these schedules to travelers.

b. Authorizing Officials shall:

(1) Authorize commercial vehicle rental for official use only in accordance with DOT Order 1500.6A, Travel Manual.

(2) Review commercial vehicle rental costs and minimize authorization of rental vehicles if utilization cost becomes excessive.

c. Commercial Rental Standards. Commercial vehicle rentals are authorized for official business only when all the following conditions are met:

(1) Government-owned (FAA/GSA) vehicles are not available or usage thereof is impractical due to the cost of transportation and/or time required to pick up a vehicle;

(2) Commercial rental vehicle from rental companies listed in the Federal Travel Directory under rates negotiated by GSA/Military Traffic Management Command (MTMC) are not available. Employees may make reservations through GSA's Federal Travel Management Centers (FTMC'S) or directly with the car rental company;

(3) Common carriers are not available or usage thereof is impractical due to the cost or schedule;

(4) Use of commercial vehicles is not for the personal convenience of the employee, and not to be used for other than official purposes;

(5) Use of an available privately-owned vehicle is not advantageous to the Government;

(6) Travelers shall use only compact, subcompact, and similar "economy" cars. Use of specialty, intermediate, and standard cars shall not be approved unless justified on the reimbursement voucher. If not justified, the additional charges for the larger or specialty cars will not be reimbursed;

(7) Travelers shall specifically identify themselves as FAA employees and request the Government contract rate from all rental agencies. A traveler shall be required to explain why a discount is not taken on his reimbursement voucher; otherwise, if the discount is available but not requested, the traveler will only be reimbursed at the discounted rate;

(8) Employee identification and travel authorization shall be available for presentation to the rental agency or motor pool, when required.

(9) Travelers shall use cash, Diners Club Card (Government issued), or personal credit for rental cars and will be reimbursed on their travel vouchers. Travel advances are appropriate for rental car expenditures;

(10) A reimbursement claim must be supported by an authorization in the orders for use of the rental car or an approval for such use on the reimbursement voucher. In addition, complete written justification for use of vehicles other than from the participating MTMC Program must be included on the approved voucher when appropriate; and

(11) Claims shall be supported by itemized rental agreements showing total rental charges.

81. INSURANCE COVERAGE.

a. Federal Government Self-Insurance. Employees who use Government-owned vehicles (GOV) from the Interagency Fleet Management Centers, or who use commercially-rented vehicles, should be aware of the following information concerning purchase of insurance:

(1) **GOVERNMENT-OWNED VEHICLES:** The Government is essentially a self-insurer in the areas of loss or damage to Government property and the liability of Government employees for actions within the scope of their duties. Appropriated funds generally are not available for the purchase of insurance to cover loss of damage to Government property or the liability of Government employees.

(2) **COMMERCIALLY-RENTED VEHICLES:** Commercial rental contracts customarily include full insurance coverage for property damage, injury, or death to third parties resulting from the renter's use of the vehicle. Damage to the rented vehicle (collision damage), however, is often covered only above a deductible amount specified in the rental contract, the renter being responsible

for the cost of damage below that amount. In such instances, collision insurance to cover damage to the vehicle up to the deductible amount is available for an extra fee.

(3) The FAA shall NOT pay or reimburse the employee for the cost of collision insurance when official travel in the rental vehicle is performed wholly within the conterminous United States, Alaska, Hawaii, Puerto Rico, or the United States territories and possessions.

(4) The FAA is authorized to pay for damage to the rented vehicle up to the deductible amount contained in the rental contract if the damage occurs while the vehicle is being used for official business.

b. Travel in Foreign Areas. An employee shall be reimbursed for necessary additional insurance (collision damage waiver or collision damage insurance) when a vehicle is rented or leased for official travel in foreign areas (55 Comp. Gen. 1343) and where foreign legal requirements could cause extreme difficulties to Government employees involved in an accident.

c. If the rental vehicle is damaged, the traveler shall request the car rental agency bill the applicable FAA Accounting Office for the damages. If the rental agreement requires the traveler to pay for vehicle damage and the rental agency will not bill the FAA, the traveler can pay for the damages and then claim reimbursement on SF-1012, Travel Voucher.

The traveler shall not make any payments other than to the rental agency for the deductible amount required to be paid by the contract. The traveler shall make the following written statement on the appropriate rental agency form: "Payment of this amount shall not be construed as an admission of liability." The traveler shall make no admissions to the contrary. It should also be noted that most MTMC contracts exempt the Government from responsibility connected with any accident in the rental vehicle. Therefore, when renting a vehicle under a MTMC contract with such exemption, the provisions listed above would not apply.

82. RENTAL VEHICLE ACCIDENT CLAIMS. Legal aspects of reporting and processing of a vehicle accident and any resultant claim involving commercial rental vehicle, GOV or POV are outlined in FAA Order 2250.1A, Tort Claims Handbook. The MVOE will initially assist the employee in filing accident claims per FAA Order 2250.1A.

83.-89. RESERVED.

CHAPTER 9. ENERGY CONSERVATION - MOTOR VEHICLES.

90. AGENCY APPLICATION OF FEDERAL ENERGY CONSERVATION MEASURES. This chapter provides guidance and procedures to be followed to achieve and maintain the reduction in total vehicular miles operated as required by FPMR bulletins and regulations dealing with energy conservation programs involving general purpose motor vehicles. Fuel conservation and mileage reduction efforts shall not compromise the agency's role of ensuring that the National Airspace System remain safe for all users.

a. Energy Conservation in Motor Vehicle Management, FPMR 101-38.101, prescribes requirements and guidelines to promote energy conservation in the acquisition, operation, management, and maintenance of motor vehicles used for official purposes by the Federal Government.

b. The three sources for acquisition of vehicles are through the IFMS, purchase, and commercial leasing. The acquisition of passenger automobiles by an executive agency shall be limited to class IA, IB, or II (small, subcompact, or compact) vehicles unless the Department of Transportation certifies to the Administrator of General Services that a larger class vehicle is essential to the agency's mission. The certification shall include the reasons for requiring a vehicle larger than a class II, compact. The MVOE shall assure the acquisition of vehicles shall be limited to the minimum number of vehicles required to meet necessary operational requirements.

c. The IFMS shall be used to the maximum extent possible.

d. Passenger automobiles and light trucks acquired by executive agencies must meet the fleet average fuel economy objectives for the appropriate fiscal years set forth by the Department.

e. The MVOE shall continually strive to reduce vehicle mileage within the region or center.

91. OFFICIAL GOVERNMENT TRAVEL. Officials who authorize travel and officials needing to travel shall take the following actions:

a. Use common carriers whenever practicable.

b. Reduce travel in Government-owned, commercially-rented, or privately-owned vehicles to a minimum.

c. Combine functions that can be carried out by one employee or by fewer employees than originally scheduled.

d. Accomplish in one trip several assignments at facilities in one geographical area instead of making several trips.

e. Coordinate schedules for trips of various employees so they can use one automobile rather than several.

92. MILEAGE REDUCTION REPORTING REQUIREMENTS (RIS: LG 4670-1). Vehicles to be reported are general purpose vehicles only. Region/center data shall be consolidated by the Logistics Service, transmitted to OST for inclusion in the report to the Department, and then transmitted to GSA. Therefore, the MVOE shall furnish, in letter format, an annual (by fiscal year) report containing the following information to ALG-200 by November 1 each year.

a. Agency-owned - report a total mileage figure for all reportable FAA-owned vehicles for the quarter;

b. Commercially-leased - report a total mileage figure for all vehicles leased for 60 or more calendar days from other than the Interagency Motor Pool System;

c. Commercially-rented - to be accumulated by Accounting Divisions and provided to Logistics Divisions or equivalent for report inclusion. The Accounting Operations Division (AAA-200) shall submit a combined report for headquarters; the Office of Administrative Systems and Overseas Support (API-19) shall report mileage figures for overseas (European) vehicles directly to ALG-200.

d. Privately-Owned - to be accumulated by Accounting Divisions and provided Logistics Divisions, or equivalent, for report inclusion. AAA-200 shall submit a combined report for headquarters; API-19 shall report mileage figures for overseas (European) vehicle directly to ALG-200.

e. Interagency Motor Pool System (IMPS) vehicles.

f. Total Mileage - from a. to e.

g. Adjusted Baseline - total mileage figures from the previous fiscal year.

h. ALG-200 shall complete the report and:

(1) Consolidate region, center, AAA and API reports received in paragraph 92a-g above.

(2) Submit the consolidated reports to the Department by December 1 of each year.

93.-99. RESERVED.

CHAPTER 10. PREVENTIVE MAINTENANCE PROGRAM

100. FAA-OWNED VEHICLES.

a. MVOE's are responsible for the operation and control of the preventive maintenance program in accordance with this chapter; they shall:

(1) Establish a time or mileage schedule (in accordance with manufacturer's instructions) adjusted to terrain and climatic conditions for inspection and servicing of motor vehicles.

(2) Conduct a continuing program for analysis and review of preventive maintenance program and take necessary corrective action.

(3) Provide the custodian of the vehicles or the property custodian with a complete package of preventive maintenance instructions and forms for each vehicle.

(4) Maintain a complete and accurate file of maintenance and operating cost figures for each vehicle.

b. The New Vehicle Guide, Warranty, Delivery, Acceptance, and Recall of Motor Vehicles, shall be used to establish warranty procedures for vehicles under warranty regardless of their location.

c. Preventive maintenance shall be accomplished on either a time schedule or mileage schedule basis. Time schedules shall be used when a vehicle is expected to receive unusual or irregular use. Mileage schedules shall be used when normal driving conditions prevail. Mileage schedules shall be based on the manufacturer's recommendations, but are to be adjusted for terrain and climatic conditions, as appropriate.

d. DOT/FAA-owned general purpose vehicles shall receive performance evaluations in accordance with manufacturers recommendations and specifications.

101. GSA-LEASED VEHICLES. Vehicle operators or their immediate supervisors shall accomplish preventive maintenance in accordance with the assigned GSA vehicle packet and other instructions provided by the GSA IFMS.

102.-109. RESERVED.

CHAPTER 11. ACCESSORIES AND SPECIAL EQUIPMENT

110. CONTROL. The MVOE shall maintain current records for all accessories and special equipment assigned to or installed on FAA-owned motor vehicles, and record data on FAA Form 4670.5, Motor Vehicle Use Record, and FAA Form 4670-9, Motor Vehicle Inventory and Use Record. Prior to the disposal of vehicles by sale or transfer, the MVOE will determine which special equipment or accessories are to be removed for further use.

111. MODIFICATION OF GSA-OWNED VEHICLES. Approval from the GSA IFMS must be obtained prior to the installation of accessories or modification to GSA vehicles.

112. SAFETY BELTS. The use of safety belts is mandatory for operators and passengers of government vehicles in accordance with appendix 1 to this order. The use of safety helmets is required when operating all-terrain vehicles and snowmobiles; lifevests must be used when operating Agency-owned/leased boats or other floating equipment.

113. FIRE EXTINGUISHER. FAA-owned or leased general purpose motor vehicles, special purpose motor equipment, and trailing equipment shall be equipped with fire extinguisher when used to transfer complex electrical/electronic equipment, flammable liquids, chemicals, explosives, compressed gases, and other dangerous and/or valuable items. Buses and specially outfitted maintenance trucks, station wagons, and vans would be included in this category. Order 6930.1A, Fire Prevention and Maintenance of Fire Protection Equipment, describes the required types, sizes, installation standards, and maintenance practices for fire extinguisher in above vehicles and equipment.

114. ANTILOAD SHIFTING SAFETY DEVICES. Where applicable, these devices shall be installed to protect the operator, load, and the vehicle.

115. COMMUNICATIONS EQUIPMENT FOR AIRPORT GROUND VEHICLES. Vehicles operating on airports (in air operations areas) must be equipped with operable two-way radio communications equipment in accordance with Appendix 3.

116.-119. RESERVED

CHAPTER 12. MOTOR VEHICLE RECORDS

120. RECORDS.

a. The MVOE shall establish and maintain a perpetual historical record for each FAA-owned vehicle. The record shall include the following information:

(1) Inventory control data shall include, but not necessarily be limited to, the following for each vehicle:

- (a) License plate number.
- (b) Vehicle serial number (all but GSA).
- (c) Year, make, model and type.
- (d) Capacity and gross weight.
- (e) Acquisition or lease cost of basic vehicle (all but GSA).
- (f) Special equipment and cost of each item (cost part is applicable only to FAA-owned vehicles).
- (g) Acquisition document number (all but GSA).
- (h) Source of acquisition (all but GSA).
- (i) Condition on acquisition.
- (j) Current location and assignment of vehicle.

(2) Utilization shall include mileage and any additional specific utilization factor used, as described in paragraph 74, including written justification for retention of vehicles that do not meet mileage criteria.

(3) Record of operating costs for FAA-owned vehicles shall include all funds expended for fuel, oil, tires, lubrication, washing, polishing, anti-freeze, tire mounting, chains, etc. A record of all such costs that are not included in the basic lease cost for commercially-leased vehicles shall also be maintained. All such costs shall be summarized and reviewed not less than annually.

(4) Record of maintenance costs for FAA-owned vehicles shall include all costs or repairs (including labor), parts and materials, battery renewal,

oil filter and spark plug replacement, engine tuning, and other minor adjustments which can be accomplished without disassembly of a unit. Storage costs, other than overnight costs entered on a travel voucher, shall also be included under maintenance when such costs are applicable to a vehicle. Maintenance costs shall be summarized and reviewed not less than annually.

(5) Record of accidents and damage shall include the date of the accident, case or file number, and cost of repairs (See Chapter 2).

(6) Disposal data shall include the date of disposal, recipient, amount received, and disposal document number. Disposal data for commercially-leased and GSA vehicles need reflect only the date returned to lessor or IAMP.

b. Local operating procedures shall be established to ensure that all vehicle operating and maintenance costs data for FAA-owned vehicles are provided to the MVOE on a regularly scheduled basis; operating cost data not included in basic commercial lease cost shall also be provided the MVOE. Local operating procedures shall include:

(1) Driver responsibility.

(2) Requirement of use for official purposes only.

(3) Instructions for:

(a) Procuring routine supplies, services, and maintenance.

(b) Procuring emergency supplies, services, and repairs.

(c) Preventive maintenance.

(d) Reporting accidents.

(4) Telephone number(s) to be called in case of accident or emergency.

(5) A list of government fuel dispensing facilities located in the area customarily traveled by the vehicle with which cross-servicing arrangements have been made.

(6) SF-149, U.S. Government National Credit Card.

(7) List of contractors where users of vehicles can purchase items authorized by the SF-149.

(8) An accident reporting kit containing the forms required by FAA Order 3900.24A, Accident and Fire Reporting.

(9) The requirement that each employee shall comply with the safety belt policy required by Order DOT 3902.9A - see appendix 1.

121. FAA-OWNED VEHICLE RECORDS.

a. Records required for FAA-owned vehicles are:

(1) FAA Form 4670-5, Motor Vehicle Use Record. Assign one copy of FAA Form 4670-5 to each agency-owned vehicle every fiscal year; and

(2) FAA Form 4670-9, Motor Vehicle Inventory and Use Record. Establish an inventory and use record for each agency-owned vehicle through use of FAA Form 4670-9.

b. SF-82, Agency Report of Motor Vehicle Data (RIS: LG 4670-2). The report shall be forwarded in time to reach ALG-200 by the 45th calendar day following the end of the fiscal year, November 15.

(1) The Federal Highway Administration requires an annual report of all highway vehicles owned by the Federal Government, by State location and type of vehicle. The SF-82 will be used for the annual summary of FAA-owned general purpose (on-road) vehicles. In the "remarks" space of the form, report the number of vehicles by type and name of State where actually garaged. Trucks need to be identified by weight. Example:

2 Sedans	Colorado
3 Trucks, 4 x 4, 3/4 ton	Wyoming
1 Truck, 2 1/2 ton	Montana

If additional space is required, a separate plain sheet of paper may be used as an attachment to the SF-82.

122. GSA INTERAGENCY FLEET MANAGEMENT SYSTEM RECORDS. The records required for GSA Interagency Fleet Management System Records are the Monthly Motor Vehicle Use Record, GSA Form 494(M). The operating organizational activity shall forward the customer copy of these forms to their supporting accounting division, or to the MVOE if more advantageous.

123. CONTRACTOR RECORDKEEPING. The MVOE recordkeeping function may be handled by a contractor or by a contractor as a subordinate function under another contract; however, the contractor must comply with above paragraphs.

124.-129. RESERVED.

CHAPTER 13. U.S. GOVERNMENT OPERATOR'S IDENTIFICATION

130. BACKGROUND.

a. The Federal Property and Administrative Services Act of 1949, as amended (40 USC 491), requires the Office of Personnel Management (OPM) to establish and issue regulations that will ensure the safe operation of Government-owned motor vehicles. 5 CFR Chapter 1, Part 930 (a), Motor Vehicle Operators, of the Federal Personnel Manual (FPM) carries out OPM's responsibility.

b. The National Driver Register (NDR) is a component of the National Highway Traffic Safety Administration (NHTSA). Its purpose is to provide a central driver-records identification facility containing the names of drivers whose license have been revoked, suspended, or denied by the State for any reason other than a denial or withdrawal of a license for less than 6 months due to a series of non-moving violations. It was established by Public Law 86-660 to assist State Government on a voluntary basis in locating all records available on drivers regardless of where in the United States they may have established these records. An amendment (Public Law 89-563) to the law establishing the register permits Federal Government officials to obtain data from the register.

131. REQUIREMENTS. All operators of Government-owned/leased motor vehicles shall possess a valid state license and a valid agency identification document (e.g., building pass or credential) in his or her possession at all times while driving a government-owned or leased motor vehicle. At least once every four (4) years the MVOE will review each employee's authorization to operate government-owned or leased motor vehicles using the NDR to validate an employee's State drivers license. This will verify that employees are authorized to operate government-owned or leased vehicles. The MVOE shall also develop procedures which provide for adequate control of access to vehicles and ensure that other requirements of 5 CFR, Part 930, Motor Vehicle Operators, are met.

132. NATIONAL DRIVER REGISTER SEARCH. MVOEs, or equivalent, are the control point to receive all FAA Reports of Inquiry Searched from the National Driver Register. MVOE's are to develop a system to obtain and control information received as a result of a NDR search initiated by him/her; this system must, as it contains sensitive information, be maintained in a manner to preclude access by unauthorized persons in accordance with provisions of the Privacy Act of 1974, as amended. They shall take all necessary actions in accordance with the National Driver Register Program User's Guide - See Appendix 7.

133. REVOCATION, SUSPENSION AND RESTORATION OF OPERATOR'S AUTHORIZATION. Adverse disciplinary action shall be taken against an operator or an incidental operator in accordance with applicable laws and regulations when, during the course of using a Government vehicle:

a. An employee is convicted of operating under the intoxicating influence of alcohol, narcotics, or pathogenic drugs.

b. The employee is convicted of leaving the scene of an accident without making his/her identity known.

c. The employee is not qualified to operate a Government-owned or leased vehicle safely because of a physical or medical condition (a Federal medical officer, or other medical authority should be consulted to make this determination).

d. The employee's state license has been and is currently revoked.

e. The employee's state license is suspended. The employee may continue in his/her position for operating of Government-owned or leased motor vehicles on other than public highways for not to exceed 45 days from the date of suspension of the state license.

134. DRIVER TESTING.

a. Government operators of general purpose vehicles who possess a current valid state driver's license for the specific type of vehicle to be operated, in the state they are domiciled or principally employed, do not require a road test.

b. The MVOE may delegate his authority to administer road testing (when required) to best accomplish the program. Use of GSA or other convenient Federal testing resources are encouraged when feasible.

c. Applicants for positions required to operate Special Purpose Motor Equipment (SPME) shall be tested by a qualified operator of the type of vehicle or equipment he is to operate (does not include those instances whereby an applicant's qualifications are established prior to the hiring process). The MVOE shall designate who shall test the applicant.

d. The MVOE and supervisors of operators may require road testing even though the operator possesses a valid driver's license. They may also require supplemental road testing of an applicant as part of the operator's authorization renewal process.

e. Designated Road Test Examiners, if required, should be strategically located in order to minimize travel requirements.

135. RESPONSIBILITIES.

a. Supervisors and MVOEs shall ensure that an employee has required valid credentials prior to authorizing or permitting operation of a Government-owned, privately-owned, or commercially-leased vehicle on official business.

b. MVOE's shall use NDR identifications to validate an employee's State license, and revocations or suspensions of his/her license. Generally, an invalid, suspended, or revoked license will prevent employees from obtaining and using a Government vehicle.

c. Employees shall immediately notify their supervisor and the supervisor, in turn, will notify the MVOE when their State license has been lost, suspended or revoked. The MVOE shall notify the controlling division manager within three (3) work days, indicating in writing why the employee's drivers license has been suspended or revoked, and information concerning actions to be taken.

136-139. RESERVED.

CHAPTER 14. SPECIAL PURPOSE MOTOR EQUIPMENT (SPME)

140. GENERAL.

a. Operator's Authorization. The MVOE or operating organizational activity in charge of Government-owned and leased special purpose motor equipment and the supervisor of the equipment operator, or a qualified operator of the type of vehicle he is to operate, will ensure that he is fully qualified to operate the assigned motor equipment. They will also ascertain employees possess appropriate special licenses or chauffeur licenses issued by the State of domicile.

b. State, County and Municipal Laws and Regulations. SPME shall be operated in conformance with all Federal, State, County and Municipal laws, ordinances, and regulations when used on public roads.

c. Official Government License Tags shall be permanently assigned to FAA-owned SPMEs which use public roads for movement to and from job sites. Tags shall not be assigned to equipment solely as a means of identification.

d. Government License Tags and Decalcomanias shall be issued in accordance with paragraphs 40 and 41 of this order;

e. Fire Extinguisher. See Chapter 11, paragraph 113, for criteria on SPME requirements.

141. RESPONSIBILITIES.a. The MVOE shall:

(1) Establish minimum use objectives.

(2) Conduct an effective utilization program to ensure maximum efficiency and economy.

(3) Review ALL requests for acquisitions and replacement and participate in lease vs. purchase studies.

(4) Prescribe maintenance and inspection schedules for SPME.

(5) Ensure that excess items are promptly reported to the region's Property Manager for entry into the Utilization, Surplus and Disposal (USD) System in accordance with FAA Order 4800.2A.

(6) FAA-owned motor vehicles and SPMEs shall be added to, and accounted for, in the Personal Property In-use Management System (PPIMS) in accordance with FAA Order 4650.21B.

142. UTILIZATION STANDARDS.

a. The MVOE, in conjunction with the operating organizational activity, will establish utilization objectives based upon actual or anticipated use for each item of SPME when more than one item of similar equipment is used.

b. The utilization objectives for SPME shall normally be expressed in hours of operation per year. However, other units of measurement may be designated if more practicable and meaningful than hours of operation.

c. Maximum use, within designed capacity, shall be achieved for SPME. Hour meters or other mechanical devices may be used to measure engine running time. Operators shall record hours of operation including engine idling time, and shall report the date and time an hour meter is operational, a minimum of once monthly to the MVOE.

143. ACQUISITION AND REPLACEMENT STANDARDS.

a. FAA requirements for SPMEs shall be fulfilled to the maximum extent by intra-FAA reassignments and acquisition from Government excess.

b. Decisions to replace SPMEs shall be based upon such factors as the maximum economical life expectancy of the item, the cumulative cost of repairs, years of operation and conditions under which operated, and a realistic one-time repair limitation based upon the age of the vehicle and its replacement cost.

c. Prior to the acquisition or replacement of SPME, the MVOE shall ensure that a written lease vs. purchase determination is made which shall be provided to the appropriate FAA procurement officer and made part of the record of the item to be acquired. This determination is made to ascertain whether rental of SPMEs or contracting for the required service would be more economical than purchase. The availability of commercial rental equipment, the projected costs of maintenance, operation, overhead, depreciation, storage during the economical life expectancy of replacement items, and its salvage or exchange sale value versus the cost of rental on an "as required" basis or contracting for the service during the same period, should also be considered in the determination.

d. The appropriate Regional or Center program office is responsible for funding the initial acquisition and replacement of SPMEs used in the support of their activities.

44. MAINTENANCE AND OPERATION STANDARDS.

a. An equipment history record shall be established and maintained for each item of SPME.

b. Preventive Maintenance (PM) of SPMEs shall be performed in accordance with standards recommended by manufacturers and adjusted to terrain and climatic conditions, as appropriate.

c. A notification system for PM shall be established to advise supervisors of vehicle operators of PM schedules for assigned SPMEs.

d. SPMEs shall be given a complete mechanical and safety inspection a minimum of once annually regardless of usage.

e. FAA Forms 3778-2 and 3778-3, Service Safety Inspection and Service Preventive Maintenance Inspection Order, shall be used to document performance of preventive maintenance and shall be retained in the equipment history jacket.

f. FAA Form 3778-4, Preventive Maintenance Schedule and Maintenance Control Card, shall be used to establish the time schedule for each item of SPME.

g. Documentation for costs of maintenance, operation, and repairs of SPMEs shall be reviewed by the responsible MVOE on a regularly scheduled basis to determine adequacy, accuracy, and completeness of information. The costs of maintenance, repair and operation shall be recorded on Form 4670-9 on a fiscal year basis.

h. The operational organizational activity shall assign an economical life expectancy for SPMEs using manufacturer's recommendations. Equipment may be operated beyond its economical life expectancy until maintenance and repair costs become excessive.

145. DISPOSAL. Transfer of titles to SPMEs will be accomplished on Standard Form 97 and 97A, Certificate of Release of Motor Vehicle.

a. For vehicles released by GSA for scrap sales, the SF-97 and SF-97A should be annotated as follows: "Vehicle sold is not in a condition for highway use."

146-149. RESERVED.



U.S. Department of
Transportation
Office of the Secretary
of Transportation

ORDER

4670.2B
Appendix 1
1/22/91

DOT 3902.9A

5-11-86

Subject: SAFETY BELT USE

1. **PURPOSE.** This Order requires each Department of Transportation (DOT) employee to wear a safety belt when riding in a motor vehicle on official Government business.
2. **CANCELLATION.** DOT 3902.9, Safety Belt Use, dated May 11, 1983.
3. **BACKGROUND.** Wearing a safety belt can reduce the chance of death or serious injury in a crash by about 50 percent. To assure this benefit for its employees, the Department implemented a model safety belt program in early 1983. The success of this program—a use rate of over 60 percent and many reports of crashes in which the belts protected employees and their families—led to the issuance of a permanent Department-wide Order for safety belt use. The policy of that Order is hereby reaffirmed and strengthened.
4. **POLICY.** It is the Department's policy that:
 - a. Each motor vehicle used for official Government business shall be equipped with the number of safety belts originally installed in such vehicle.
 - b. Each employee shall have a safety belt properly fastened, when available, about their body while riding in a motor vehicle on official Government business.
 - c. Each employee operating a motor vehicle on official Government business shall request all passengers to fasten their safety belt.
 - d. Each employee is encouraged to wear a safety belt while riding in any other motor vehicle.
5. **RESPONSIBILITY.**
 - a. Departmental Officers and Heads of Operating Administrations shall inform employees about the safety belt policy and shall ensure that they comply with it.
 - b. Each employee shall comply with the safety belt policy and shall notify the appropriate fleet manager for the repair of any nonfunctioning belt in a vehicle owned or leased by the Government.
6. **COMPLIANCE.** Any employee who fails to wear a safety belt while riding in a motor vehicle on official Government business will be subject to disciplinary or adverse action in accordance with DOT Order 3770.1C, Disciplinary and Adverse Actions and Appeals, dated September 1, 1980.



Elizabeth Hanford Dole
Secretary of Transportation

DISTRIBUTION: All DOT Employees

OPI: Office of
Administrative
Operations
Page 1 (and 2)

1/22/91



U.S. Department
of Transportation
Federal Aviation
Administration

4670.2B
Appendix 2

Advisory Circular

Subject: PAINTING, MARKING, AND LIGHTING
OF VEHICLES USED ON AN AIRPORT

Date: 7/11/86
Initiated by: AAS-120

AC No: 150/5210-5B
Change:

1. PURPOSE. This advisory circular (AC) provides guidance, specifications, and standards, in the interest of airport personnel safety and operational efficiency, for painting, marking, and lighting of vehicles operating in the airport air operations area.
2. CANCELLATION. AC 150/5210-5A, Painting, Marking, and Lighting of Vehicles Used on an Airport, dated January 30, 1985, is cancelled.
3. APPLICATION. The specifications, standards, and guidance contained herein are recommended by the Federal Aviation Administration for vehicles operating in the airport air operations area. For vehicles funded under Federal airport grant assistance programs the specifications and standards specified herein are mandatory. These specifications and standards are identified by boldface.
4. SOURCES OF PUBLICATIONS REFERRED TO IN THIS ADVISORY CIRCULAR.
 - a. American National Standards Institute, Inc. (ANSI), 1430 Broadway, New York, NY 10018.
 - b. American Society for Testing & Materials (ASTM), 1916 Race Street, Philadelphia, PA 19103.
 - c. The Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
 - d. Society of Automotive Engineers, Inc. (SAE), 400 Commonwealth Drive, Warrendale, PA 15096.
5. DEFINITIONS. The following definitions apply for purposes of this AC:
 - a. Vehicle - All conveyances, except aircraft, used on the ground to transport or assist persons, cargo, equipment or those required to perform maintenance, construction, service, and security duties.
 - b. Air Operations Area (AOA) - An area of the airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft.
 - c. Airfield Service Vehicles - Those vehicles routinely used in the AOA for service, maintenance, or construction, such as snowblowers, snowplows, maintenance trucks, tractors, etc.
 - d. Aircraft Support Vehicles - Those vehicles routinely used in the AOA to support aircraft operations, such as aircraft tow tugs, baggage/cargo tractors or trucks, air-conditioning trucks, aviation fuel tankers, etc.

e. Other Vehicles. Vehicles not routinely used in the AOA, such as construction vehicles, etc., but exclusive of ambulances, aircraft rescue and firefighting vehicles, and airport security vehicles.

6. VEHICLE PAINTING.

a. Ambulances. White, orange, and blue. Ambulance vehicles are painted in accordance with Federal Specification KKK-A-1822B, Ambulance Emergency Medical Care Surface Vehicle, dated June 1, 1985. The exterior surface including the wheels should be a paint manufacturer's standard gloss white. The ambulance colors orange (stripe or band) and blue (markings) are the specified Orange and Blue in American National Standards Institute (ANSI) Z53.1-1979, Safety Color Code for Marking Physical Hazards.

b. Aircraft Rescue and Firefighting Vehicles. Yellowish-Green is the vehicle color standard. This color provides optimum visibility during all light levels encountered during a 24-hour day and under the variations of light as a result of weather and seasonal changes. Color specifications are in accordance with appendix 1.

c. Airfield Service Vehicles. Chrome Yellow is the vehicle color standard. When vehicles are equipped with bumper bars 8 inches or more in depth, the bars should be painted in alternate stripes 4 inches in width of Chrome Yellow and black inclined 45° to the vertical. Color specifications are in accordance with appendix 1.

d. Aircraft Support and Airport Security Vehicles. Any color or combination of colors other than Yellowish-Green or Chrome Yellow. The bumper bar recommendation in paragraph 6(c) also applies.

e. Other Vehicles. Any color or combination of colors.

7. VEHICLE MARKING.

a. Ambulances. Ambulances are marked in accordance with Federal Specification KKK-A-1822B.

b. Aircraft Rescue and Firefighting, Airfield Service Vehicles, Aircraft Support, and Airport Security Vehicles. Sponsor-owned vehicles should display on each side and on the roof (the hood should be used if the vehicle has no roof) an identification number. Side numbers will be a minimum of 16 inches in height and conspicuously located. Roof numbers will be a minimum of 24 inches in height and affixed with their bases toward the front of the vehicle. The identification numbers should provide sharp color contrast to the vehicle color. To further improve night-time recognition of vehicles, a minimum 8 inch wide horizontal band of high gloss white paint or reflective material may be used across the vehicle's surface. In addition to the identification numbers, sponsor-owned vehicles should display either the name of the airport or, if one is available, the airport insignia.

c. Other Vehicles. Vehicles other than those that routinely traverse any portion of the AOA under air traffic control (ATC) should be provided with a flag on a staff attached to the vehicle so that the flag will be readily visible. The flag should be at least a 3 foot square having a checkered pattern of International

7/11/86

7070.10
Appendix 2
AC 150/5210-5B

Orange and white squares at least 1 foot on each side (see appendix 1 for the fabric color specification). In lieu of a flag, such vehicles may either be escorted by a vehicle properly equipped to operate in the AOA or be in constant two-way radio communication with ATC. At airports without air traffic control facilities, flags should be provided on these vehicles.

8. VEHICLE LIGHTING. The standard for identification lighting of vehicles routinely operating in the AOA is an appropriately sized flashing or steady burning beacon, mounted on the uppermost part of the vehicle such that it is conspicuous from any direction including from the air. Color specifications for vehicle identification beacons are in accordance with appendix 2. Vehicles not routinely operating on the AOA should be identified during periods of low visibility by a beacon, or be escorted by a properly lighted vehicle.

a. Characteristics. Flashing and steady burning beacons will have:

(1) low-intensity lighting with an upper limit of 400 candelas (effective) to avoid damage to night vision. The minimum effective intensity range in the horizontal plane should be at least 40 candelas, but not more than 400 candelas;

(2) 360° azimuth (horizontal) coverage;

(3) peak intensity from 0° to 10° above the horizontal and reduced intensity to 1/10 of peak intensity from 10° to 15° above the horizontal; and

(4) for flashing beacons, a flash rate of 75 ± 15 flashes per minute.

b. Color.

(1) Ambulances. In accordance with Federal Specification KKK-A-1822B.

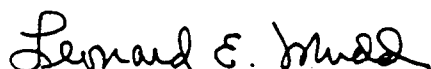
(2) Aircraft Rescue and Firefighting Vehicles. Red or a combination of red-and-white flashing beacons.

(3) Airfield Service Vehicles. Yellow flashing beacons.

(4) Aircraft Support Vehicles. Yellow or red steady burning beacons. Steady burning beacons are a means of distinguishing apron and aircraft support vehicles from airfield service vehicles.

(5) Airport Security Vehicles. Signal Blue or a combination of red-and-Signal Blue flashing beacons.

(6) Other Vehicles. Yellow flashing beacons.



LEONARD E. MUDD
Director, Office of Airport Standards

7/11/86

AC 150/5210-5B
Appendix 1

APPENDIX 1. COLOR SPECIFICATIONS

1. SPECIFICATIONS. Colors specified in table 1 are in terms of the CIELAB international system of color specification. For a description of this system, see American Society for Testing & Materials (ASTM) D 2244.

	Chrome Yellow			Yellowish-Green			International Orange		
Usage	Vehicle Paint			Vehicle Paint			Flag Fabric		
CIELAB DATA	L*	a*	b*	L*	a*	b*	L*	a*	b*
Centroid Color	72.8	24.4	77.6	78.3	-10.2	80.4	45.0	53.5	52.0
Point 1	72.8	31.8	82.9	78.3	-9.0	92.0	45.0	61.4	47.8
Point 2	72.8	25.5	66.7	78.3	-7.6	73.2	45.0	53.9	41.4
Point 3	72.8	18.0	69.3	78.3	-11.0	69.3	45.0	43.5	53.4
Point 4	72.8	22.4	86.0	78.3	-13.4	86.2	45.0	49.7	60.4
Light Limit	77.8			83.3			49.9		
Dark Limit	67.8			73.3			41.6		
MaxΔE	11.1			11.7			10.7		

Table 1. Specification for vehicle and flag colors

2. COLOR TESTS. Acceptable colors are those that meet the gloss rating test and either a visual or an instrumental color test. A description of these tests follows.

a. Gloss Rating Test. This test is performed in accordance with ASTM D 523 on a paint sample of the color to be applied on the vehicle. An acceptable color sample is high gloss with a minimum gloss rating of 70 units, for 60° geometry.

b. Color Test Methods.

(1) Visual. This test is performed on a paint sample of the color to be applied on the vehicle and compares it to the appropriate color tolerance chart for the recommended color. The color tolerance charts that show the recommended central color and the three tolerance limits of hue, value, and chroma as shown in figure 1 are available ^{1/}. The color sample needs to match as close as possible

^{1/} Color tolerance charts for Chrome Yellow, Yellowish-Green, and International Orange, have been made available for FAA regional airport inspectors and key potential users in the aviation safety equipment industry. Color tolerance charts for Ambulance Orange and Ambulance Blue are available from the Research and Special Programs Administration, Materials Transportation Bureau, Information Service Division (DMT-43), 400 7th Street, SW., Washington, DC. 20590.

7/11/86

AC 150/5210-5B
Appendix 1

the recommended central color and still be within the three tolerance limits. Verification requires placing the color sample on a horizontal surface with the color tolerance chart over it so that the color sample appears through the color tolerance chart apertures. The sample has to be lighted by either a north window (light direction) or an appropriate artificial light source. Complete testing directions are printed on the color tolerance chart. Refer to ASTM D 1729.

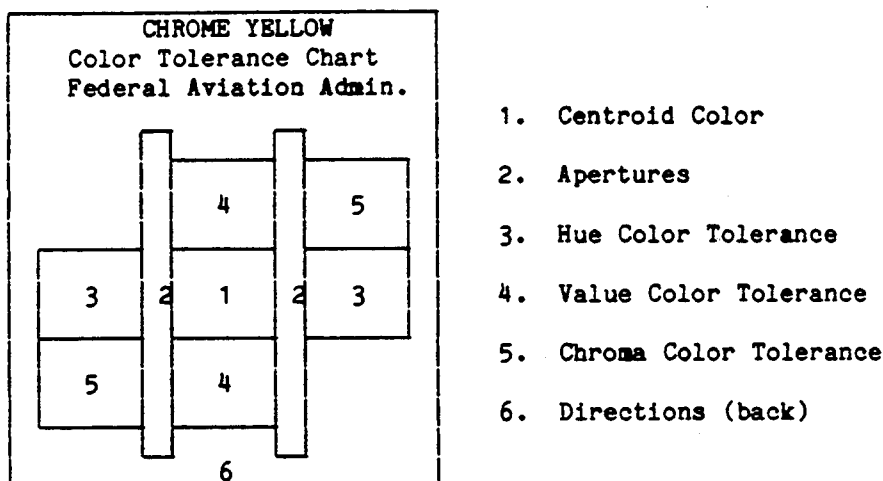


Figure 1. Typical color tolerance chart

(2) Instrumental. This test requires a color sample, table 1, and either a colorimeter or spectrophotometer which provides color sample measurement readouts in CIELAB L^* , a^* , and b^* data. Data in table 1 are for the appearance of the colors under CIE Illuminant D 65. Visual observations made under paragraph 2(b)(2)(i) should be made using a similar illuminant, and instrumental measurements made according to paragraph 2(b)(2)(ii) should have data computed for this illuminant, per ASTM D 1729 and ASTM D 523. The test method follows.

(i) Plot the Centroid Color using the a^* and b^* CIELAB coordinate data from table 1 on graph paper. Plot and connect points 1 thru 4 from the same table to form a quadrilateral; noting that the Centroid Color is within this figure. See figure 2 for the plot of all three color specifications.

(ii) Perform color sample measurements by using a colorimeter or spectrophotometer to obtain CIELAB L^* , a^* , and b^* data measurements.

(iii) An acceptable color is one that meets: the chromaticity requirements of the color sample's a^* and b^* CIELAB coordinate data by falling within the quadrilateral; the L^* data lightness requirement by falling within the range defined by the Light and Dark data of table 1; and the total color difference (ΔE) by not exceeding the limits in table 1 when the CIELAB data are computed in the following formula:

$$\Delta E = (\Delta L^{*2} + \Delta a^{*2} + \Delta b^{*2})^{1/2}$$

where ΔL^* , Δa^* , and Δb^* values are the differences between those values for the Centroid Color in table 1 and those of the color sample measurements.

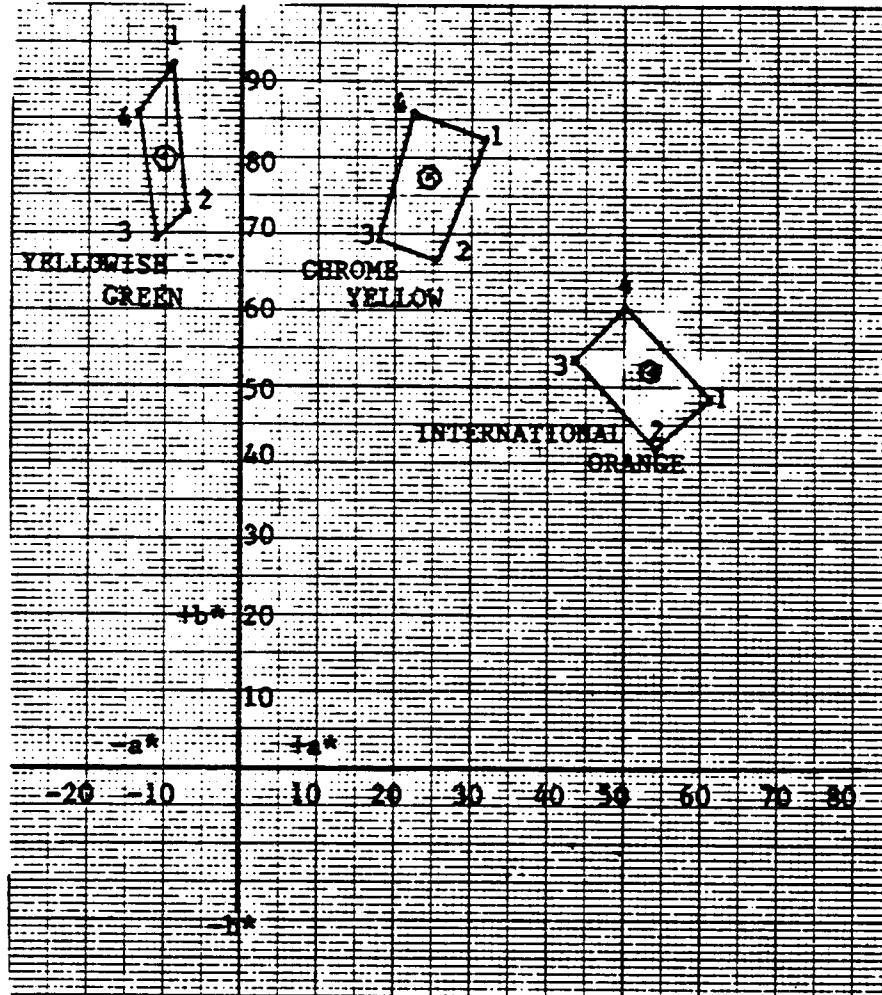


Figure 2. Plot of all color paint specifications

7/11/86

4010.2B
Appendix 2

AC 150/5210-5B
Appendix 2

APPENDIX 2. COLOR SPECIFICATIONS FOR VEHICLE IDENTIFICATION BEACONS

1. SPECIFICATIONS. The latest edition of Society of Automotive Engineers (SAE) Standard J578, Color Specification for Electric Signal Lighting Devices, defines the acceptable color boundary limits of emitted red, white, Signal Blue, and yellow light. This standard applies to the overall emitted color of light from the device in lieu of emitted light from any small area of the lens. The given boundaries are expressed in terms of the standard observer and coordinate system adopted by the Commission of Illumination (CIE). The color of emitted light should fall within the following CIE Boundary Equations (see figure 1):

a. Red.

Purple boundary $y = 0.98 - x$

Yellow boundary $y = 0.33$

b. White (Achromatic).

Yellow boundary $x = 0.50$

Blue boundary $x = 0.31$

Green boundary $y = 0.44$ and $y = 0.15 + 0.64x$

Purple boundary $y = 0.38$ and $y = 0.05 + 0.75x$

c. Signal Blue.

Green boundary $y = 0.32$

White boundary $x = 0.16$ and $x = 0.40 - y$

Violet boundary $x = 0.13 + 0.60y$

d. Yellow (Amber).

Red boundary $y = 0.39$

White boundary $y = 0.79 - 0.67x$

Green boundary $y = x - 0.12$

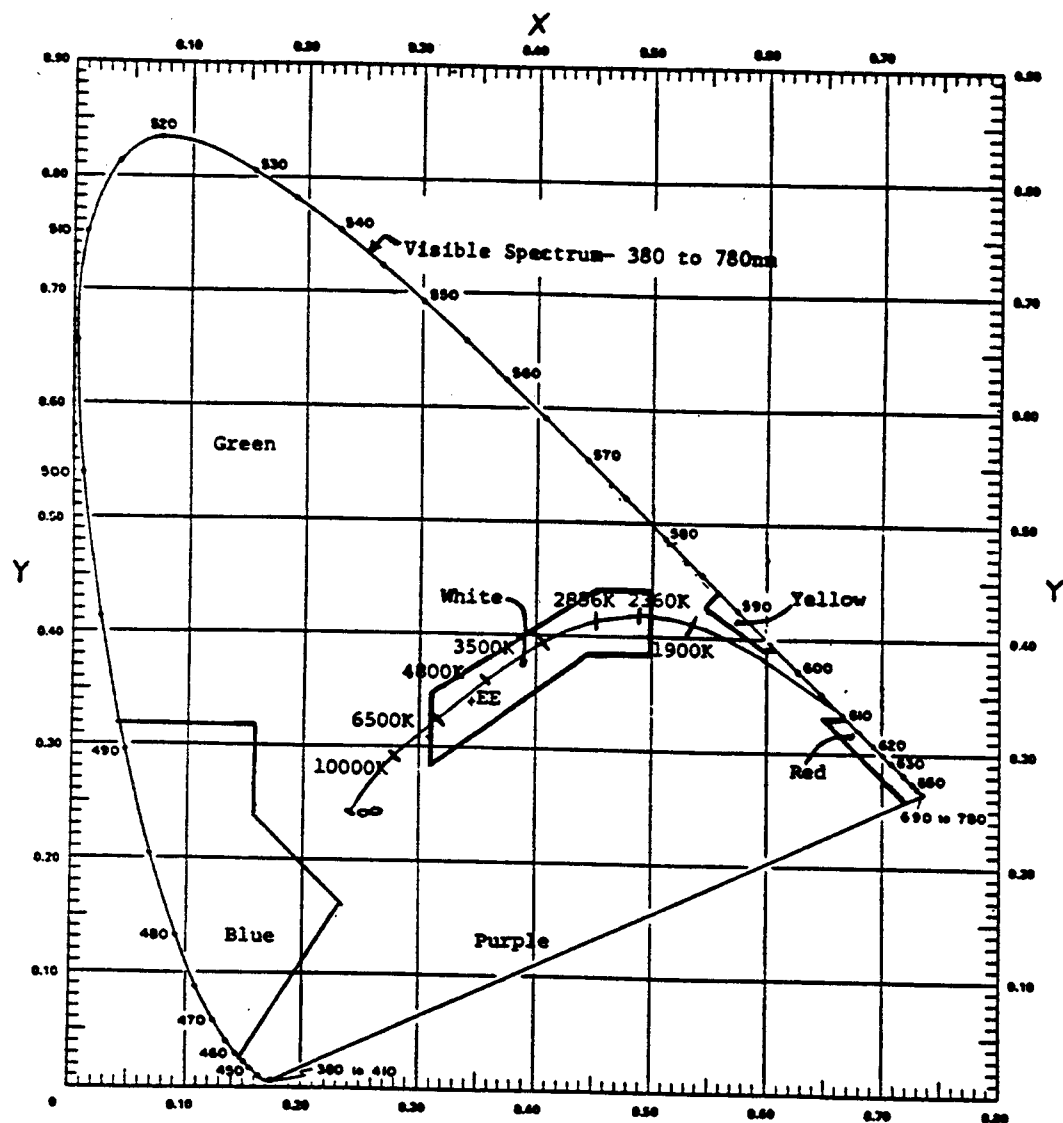


Figure 1. CIE (x,y) chromaticity diagram showing visible spectrum and color boundaries for vehicle identification lights

PART 139 CERTIFICATION AND OPERATIONS: LAND AIRPORTS SERVING CAB-CERTIFICATED AIR CARRIERS

9

(b) The emergency plan must provide for the following:

(1) Instructions for response to—

- (i) Aircraft incidents and accidents;
- (ii) Bomb incident procedures including designated parking areas for the aircraft involved;
- (iii) Structural fires;
- (iv) Natural disasters;
- (v) Sabotage and other unlawful interference with operations; and
- (vi) Radiological incidents or nuclear attack.

(2) Medical services.

(3) Crowd control.

(4) Removal of disabled aircraft.

(5) Emergency alarm systems.

(6) Mutual assistance with other local safety and security agencies.

(7) A description of control tower functions relating to emergency actions.

(c) The applicant must show that before applying it has coordinated its emergency plan with law enforcement and fire fighting and rescue agencies, medical resources, the principal tenants at the airport, and other interested persons.

(d) The applicant must show that all airport personnel having duties and responsibilities under its emergency plan are familiar with their assignments and properly trained.

§ 139.57 Self-inspection program.

The applicant for an airport operating certificate must show that—

(a) It is equipped and capable of conducting safety inspections of its airport daily (unless otherwise authorized in its approved airport operations manual), and additionally when unusual conditions exist thereon such as during periods of construction and immediately after any incident or accident;

(b) It has qualified inspection personnel to make the inspections;

(c) It has a system to insure reliable and rapid dissemination of information between its airport personnel and interested tenants; and

(d) It has a reporting system to insure prompt corrective actions for unsafe conditions on the airport.

§ 139.59 Ground vehicles.

(a) The applicant for an airport operating certificate must show that it has appropriate procedures and arrangements for the safe and orderly operations of ground vehicles on air operations areas.

(b) The applicant must show that it provides the applicable following communications system in operable condition:

(1) For an airport with an air traffic control tower—

(i) Except as provided in subdivision

(ii) of this subparagraph, two-way radio communications between the tower and all ground vehicles operating on usable runways or taxiways;

(ii) Escort vehicles equipped with two-way radio communications with the tower, to accompany a maintenance or service ground vehicle without those communications, when operating on usable runways or taxiways; and

(iii) Adequate other procedures to govern the movement of all ground vehicles when operating on aprons, parking areas, or safety areas used by air carrier users.

(2) For an airport without an air traffic control tower, adequate procedures to control ground vehicles through prearranged signs or signals.

§ 139.61 Obstructions.

The applicant for an airport operating certificate must show that each object in any area within its authority that is identified as an obstruction in Part 77 of this chapter, is adequately lighted and marked. However, this lighting and marking is not required if it is determined to be unnecessary by an FAA aeronautical study.

LIST OF MOTOR VEHICLE FORMS AND REPORTS

1. The following forms are available through normal distribution channels.
 - a. FAA Form 3148-1, Motor Vehicle Dispatcher Ticket (NSN 0052-00-640-1000).
 - b. FAA Form 3778-2, Service Safty Inspection (No NSN).
 - c. FAA Form 3778-3, Service Preventive Maintenance Order (No NSN).
 - d. FAA Form 3778-4, Preventive Maintenance Schedule and Maintenance Control Card (NSN 0052-00-648-0000).
 - e. FAA Form 4670-4, Motor Vehicle Record (NSN 0052-00-640-0001).
 - f. FAA Form 4670-5, Motor Vehicle Use Record (NSN 0052-00-507-3001).
 - g. FAA Form 4670-6, Request and Authorization to Park Government-owned Motor Vehicle At or Near Private Residence (No NSN).
 - h. FAA Form 4670-9, Motor Vehicle Inventory and Use Record (NSN 0052-00-517-3001).
 - i. HS-1047, Request for National Driver Register File Check. (NO NSN; form may be duplicated; it must contain the letters "AM" in red denoting the FAA.)
 - j. Optional Form 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator (NSN 7540-00-889-3549).
 - k. Standard Form 82, Agency Report of Motor Vehicle Data (NSN 7540-00-634-4031).
 - l. Standard Form 91, Operator's Report of Motor Vehicle Accident (NSN 7540-00-634-4041).
 - m. Standard Form 91A, Investigating Report of Motor Vehicle Accident (NSN 7540-00-634-4042).
 - n. Standard Form 94, Statement of Witness (NSN 7540-00-634-4045).
 - o. Standard Form 97, United States Government Certificate of Release of a Motor Vehicle (NSN 7540-00-634-4047).
 - p. Standard Form 97A, Release of a Motor Vehicle (No NSN).
 - q. Standard Form 149, U.S. Government National Credit Card (No NSN).

1/22/91

LIST OF MOTOR VEHICLE FORMS AND REPORTS (CONTINUED)

2. Reports:

- a. Agency Report of Motor Vehicle Data, SF-82, includes Report of Vehicles by State (FHWA)(RIS: LG 4670-2), Chapter 12, paragraph 121b, annually, 45 calendar days after end of the fiscal year (November 15).
- b. Forecast of Motor Vehicle Acquisitions (RIS: LG 4670-4), Chapter 6, paragraph 64, annually (November 15).
- c. Mileage Reduction Report (RIS: LG 4670-1), Chapter 9, paragraph 92, annually, NLT November 1.
- d. State-By-State Locations of FAA-owned Vehicles, (RIS: 4670-8) in letter form, Chapter 121, paragraph 121(b)(1) as requested by FHWA, annually.
- e. Bi-ennial certification/recertification of continuing requirements for FHWA transportation for field work and law enforcement categories, (RIS: 4670-10), Chapter 3, paragraph 31c, bi-ennial.
- f. Taxation of Fringe Benefits, Chapter 3, paragraph 31f, in letter form, as requested by OST, annually (November 15).
- g. Annual Motor Vehicle Expenditure Report (prepared by ALG-200 based on region/center input), (RIS: 4670-9), paragraph 34(b) as requested by OST annually.
- h. Report of Exempted Vehicles (RIS: LG4670-6), Chapter 4, paragraph 43(F), as requested by GSA/OST.
- i. Copies of Actual Supervisory Approvals of Home-to-Work Transportation Requests, Chapter 3, paragraph 31b, after each fiscal year quarter.
- j. Annual Supervisory Review and Certification of continuing need for Home-To-Work Transportation for each individual employee or category of employees, (RIS: 4670-11), Chapter 3, paragraph 31c, as requested by OST, bi-ennial (alternating with item e.)

NOTE: The head of the MVOE (or his/her designee) is authorized to sign motor vehicle forms and reports; forms/reports pertaining to motor vehicle accidents (i.e., SF-91, 91A, 94 and OF-26) are to be signed by the vehicle operator, or the operator's supervisor, as required.

INSTRUCTIONS: HOME-TO-WORK TRANSPORTATION

PURPOSE. These instructions prescribe interim policies, responsibilities and procedural requirements for implementing applicable Government-wide guidance on official use of Government passenger carriers, including use for home-to-work transportation, within the Department of Transportation (DOT). These instructions will be superseded when a revised DOT Order on this subject is issued.

1. **DEFINITIONS.** The following terms are defined as used in these instructions:
 - a. **Government Passenger Carrier** means a passenger motor vehicle, aircraft, boat, ship or other similar means of transportation that has been purchased or leased (including non-TDY rentals) by the United States Government or has come into the possession of the Government by other means, such as forfeiture or donation and is operated by DOT employees or contractors.
 - b. **Employees** mean all DOT officers, employees and contractors. Employees included all Coast Guard officers and enlisted personnel and employees of any DOT nonappropriated fund instrumentality. (For purposes of these instructions, DOT contractors are subject to the same requirements as DOT officers and employees on the official use of Government passenger carriers.)
 - c. **Contractors** means both DOT contractors and their employees.
 - d. **Official Purposes** means those purposes required to carry out authorized programs or otherwise further the mission of DOT, including work carried out under DOT contracts. An official purpose does not include transporting DOT employees or contractors between home and work except as provided for by Departmental directive or specific applicable laws.
 - e. **Residence** means the primary place where an employee resides while commuting to a place of employment. The term "residence" is not synonymous with domicile as that term is used for taxation or other purposes, nor does this affect the provisions set forth in the Federal Travel Regulations for employees on TDY away from their designated or regular place of employment.
 - f. **Accepted Commuting Area** means either (1) the area within a 25 mile radius from the location of the employee's place of employment (as defined in Paragraph 1.g. below), or (2) the area within a 40 mile radius from the employee's residence (as defined in Paragraph 1.e. above).

1/22/91

- g. Place of Employment means any place within the accepted commuting area as determined by the agency for the locality where an employee or contractor performs his/her business, trade or occupation, even if the employee or contractor is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, headquarters or any place where an employee or contractor is assigned to work, including locations where meetings, conferences or other official functions take place.
- h. Field Work means official work performed by an employee or contractor whose job requires the employee's or contractor's presence at various locations that are at a distance from the employee's or contractor's place of employment (itinerant-type travel involving multiple stops within the accepted local commuting area or use outside that area) or at a remote location that is not accessible by public or privately-owned transportation. The designation of a work site as a "field office" does not, of itself, permit the use of a Government passenger carrier for home-to-work transportation. Field work refers to the nature of the work performance; it is not restricted to "field service" as distinguished from "headquarters service." Home-to-work transportation under the field work exception usually does not apply when the employee or contractor is predominantly scheduled to be at his or her place of employment or can reasonably begin or end the day there.
- i. Advantageous to the Government means that providing home-to-work transportation is clearly to the benefit of the Government rather than being for the personal comfort and convenience of the employee or contractor. Providing such transportation must permit a substantial increase in the efficiency and economy of the Government (e.g., travel distance and/or travel time is substantially less from home to the work site than from the office to the work site; significant overtime payment would otherwise be incurred by the Government; responsiveness/effectiveness of personnel could not otherwise meet stated program requirements).
- j. Substantial means the additional costs or decreases in efficiency and economy which would arise from those situations where failure to provide a Government passenger carrier for home-to-work transportation would result in a loss of productivity of 10 percent (or 48 minutes) or more during a given workday.
- k. Clear and Present Danger means those highly unusual circumstances which present a threat to the physical safety of the employee's person or property under circumstances where:

- (1) The danger is--
 - (a) real, not imaginative, and
 - (b) immediate or imminent, not merely potential;
and
- (2) a showing is made that the use of a Government passenger carrier would provide protection not otherwise available.

- 1. Emergency means those circumstances which exist whenever there is an immediate, unforeseeable, temporary need to provide home-to-work transportation for those employees who are necessary to the uninterrupted performance of the Departmental element's mission. An emergency may occur where there is a major disruption of available means of transportation to or from a work site, an essential Government service must be provided and there is no other way to transport those employees.
- m. Compelling Operational Considerations means those circumstances where the provision of home-to-work transportation to an employee is essential to the conduct of official business or would substantially increase a Departmental element's efficiency and economy. Home-to-work transportation may be justifiable if other available alternatives would involve substantial additional costs to the Government or expenditures of employee time. These circumstances need not be limited to emergency or life and death situations.
- n. Departmental Elements means the operating administrations, the Office of the Inspector General (OIG) and the Office of the Secretary (OST)

2. POLICIES.

- a. All Government passenger carriers operated by DOT employees or contractors shall be utilized only for official purposes as defined in these instructions. Further, DOT employees or contractors shall not authorize others to use Government passenger carriers for other than official purposes.
- b. Each DOT employee or contractor is responsible for his or her own transportation to the work place unless such transportation may be provided in accordance with this Order.
- c. The use of Government passenger carriers for home-to-work transportation is strictly limited to those specific circumstances when such use is (1) permitted under one of five specific exceptions affecting such use (field work,

1/22/91

law enforcement, a clear and present danger, an emergency or a compelling operational consideration) and has also been authorized and approved in writing in accordance with the procedures and requirements set forth in these instructions, or (2) is expressly permitted by specific applicable laws.

- d. Each use of a Government passenger carrier shall be authorized and documented in accordance with these instructions.
- e. DOT employees or contractors who use Government passenger carriers for home-to-work transportation shall be subject to applicable IRS regulations that treat such use as a taxable fringe benefit.

3. RESPONSIBILITIES.

a. The OST Assistant Secretary for Administration shall:

- (1) Process, in conjunction with the General Counsel, all approval requests for home-to-work transportation which are received from Departmental elements.
- (2) Assist the General Counsel's review process by (a) providing initial recommendations and comments to the General Counsel on the approval requests, and (b) obtaining additional information required by the General Counsel for the review.
- (3) Compile all approval requests that the General Counsel recommended for Secretarial approval and submit them to the Secretary for written determinations.
- (4) Notify Departmental elements of the actions taken on all approval requests.

c. Administrative Management Council Members shall:

- (1) Ensure compliance with the policies and procedures on official use of Government passenger carriers including use for home-to-work transportation contained in these instructions.
- (2) ensure required reports are submitted to Congress when written Secretarial determinations on providing home-to-work transportation because of a clear and a present danger, an emergency or a compelling operational consideration are approved/used (including details under which actual use occurred).

d. Departmental Elements' Supervisors shall:

- (1) Familiarize themselves with the requirements contained in these instructions this Order regarding the official use of Government passenger carriers including use for home-to-work transportation.
- (2) Ensure that all use of Government passenger carriers operated under their supervision is for official purposes only.
- (3) Ensure that their supervisory approvals of use of Government passenger carriers for home-to-work transportation are made on an individual case-by-case basis and are limited to those DOT employees or contractors who are eligible for such use based on the prior approval (either as an individual or as a member of a category) by the Secretary.
- (4) Ensure that the detailed information required by Paragraph 6c of these instructions for the purpose of the above supervisory approvals is maintained for each individual under their supervision. Ensure further that this information is kept up to date and readily available for audit.
- (5) Ensure that accurate and up-to-date logs or other records of official use including use for home-to-work transportation are being kept for each individual under their supervision.
- (6) Ensure in accordance with DOT N 3550.3, Taxation of Fringe Benefits, that these logs or other records of use for home-to-work transportation are reviewed to determine the taxation impact on each individual. Ensure further that an annual summary report of fringe benefit income (if applicable) is prepared and submitted to the appropriate payroll office.

e. Operators of Government Passenger Carriers shall:

- (1) Familiarize themselves with the requirements contained in these instructions regarding the official use of Government passenger carriers including use for home-to-work transportation.
- (2) Ensure that their use of Government passenger carriers is for official purposes only. Ensure further that they do not authorize others to use Government passenger carriers for other than official purposes.

1/22/91

- (3) Obtain advance supervisory approval of use of Government passenger carriers for home-to-work transportation in those instances when such use is advantageous to the Government and will result in a substantial increase to the efficiency and economy of the Government.
- (4) Provide complete information to their supervisors to enable them to make a determination that the above conditions exist.
- (5) Document promptly in accordance with these instructions all official use of Government passenger carriers including use for home-to-work transportation.

4. AUTHORIZED USE OF GOVERNMENT PASSENGER CARRIERS. Government passenger carriers may be used by DOT employees or contractors for official purposes only.

a. Official Use Under Routine Conditions. Examples of transportation which are considered as official use under routine conditions include:

- (1) Home-to-work transportation because of field work, law enforcement, a clear and present danger, an emergency or a compelling operational consideration when such use is advantageous to the Government and properly approved in accordance with these instructions.
- (2) Transportation directly incident to the performance of official business provided that the vehicle is not diverted from a reasonable and prudent route or from its intended purposes.
- (3) Transportation of Government documents, equipment or supplies.
- (4) Transportation authorized by travel orders in accordance with the provisions of DOT 1500.6A, Travel Manual.

b. Official Use Under Contingency Determinations.

- (1) In certain instances it may be possible, based on past history, to reasonably predict that there will be a recurring need to use Government passenger carriers to provide home-to-work transportation under the circumstances of a clear and present danger, an emergency or a compelling operational consideration.

- (2) To meet such events, a contingency determination should be developed which would permit immediate response by designated individuals when those circumstances arise without warning. The contingency determination should contain information on the names of authorized individuals or categories, the situations upon which home-to-work transportation may be provided and the administrative controls which will be in effect.
- (3) The contingency determination shall be submitted to the Secretary for prior approval.
- (4) If an approved contingency determination is actually used, supplemental information on the specific situation under which use took place should be provided in accordance with Paragraph 7 of these instructions. This information will be used in provided the required notification to Congress.

5. APPROVAL OF USE OF GOVERNMENT PASSENGER CARRIERS.

- a. Approval of use of Government passenger carriers for home-to-work transportation because of field work or law enforcement shall be in accordance with the guidance and procedures set forth in Paragraph below.
- b. Approval of use of Government passenger carriers for home-to-work transportation because of a clear and present danger, an emergency or a compelling operational consideration shall be in accordance with the guidance and procedures set forth in Paragraph 4b and c. above and Paragraph 7 below.
- c. Approval of use of Government passenger carriers by employees or contractors under travel orders shall be made by officials designated to authorize or approve official travel.

6. HOME-TO-WORK TRANSPORTATION FOR FIELD WORK OR LAW ENFORCEMENT

The guidance and procedures of this Paragraph apply to all home-to-work transportation that is (1) required for the performance of field work (hereafter referred to as "field work") or (2) essential for the safe and efficient performance of intelligence, counterintelligence, protective services or criminal law enforcement duties (hereafter referred to as "law enforcement"). The provisions apply regardless of the frequency or duration of such usage. This guidance does not affect the provisions set forth in the Federal Travel Regulations for employees on temporary duty (TDY) away from their designated or regular place of employment. All home-to-work transportation for either field work or law enforcement

1/22/91

must be advantageous to the Government and documented so that affect each time the Government passenger carrier is used. Such transportation shall be authorized only to the extent that it will result in a substantial increase to the efficiency and economy of the Government. Approvals must be in writing and are not transferable. Approvals shall be limited to the specified period of need not to exceed two years and shall be promptly canceled in writing if the requirement no longer exists. The procedures and requirements governing the provision of home-to-work transportation for field work or law enforcement are discussed below:

a. Approval requests of Home-to-Work Transportation for Field Work or Law Enforcement. Approval requests for such transportation must be processed in accordance with the following procedures:

(1) Departmental Elements.

- (a) Requests for approvals may be made either for (1) individual employees or contractors, or (2) categories of employees or contractors.
- (b) Requests shall be submitted by the Heads of Departmental elements to the Assistant Secretary for Administration with copies sent concurrently to the General Counsel. (The General Counsel reviews all approval requests for substantive compliance with applicable laws and regulations as well as this Order.)
- (c) Departmental elements shall ensure that a narrow category of employees or contractors is used (e.g., Federal Railroad Administration railroad safety inspectors). Adequate information including job titles, the total number of employees or contractors in the category, the operational locations, number at each location and levels where the work is to be performed shall be included in the request.

(2) Assistant Secretary for Administration. After administrative review and appropriate action the Assistant Secretary for Administration, after receiving recommendations for approval/disapproval from the General Counsel for the Secretary's consideration, shall submit the approval request to the Secretary.

- (3) The Secretary. In accordance with statutory and regulatory requirements, the Secretary shall make a written determination approving (a) individual employees or contractors, or (b) categories of employees or contractors as eligible to receive home-to-work transportation for field work or law enforcement.

b. Information Needed for Approval Requests. Requests must contain, as a minimum, the following information:

(1) Individual Employees or Contractors.

- (a) name of Departmental element/Organization;
- (b) whether providing home-to-work transportation is necessary because of (1) field work, or (2) law enforcement;
- (c) name and job title of the individual employee or contractor;
- (d) location of both residence and place of employment of the individual employee or contractor;
- (e) distance between residence and place of employment;
- (f) nature of the individual employee's or contractor's duties;
- (g) justification of the need for home-to-work transportation;
- (h) alternate arrangements considered;
- (i) specified periods for this request (actual period of need or two (2) years, whichever is less); and
- (j) in the case of an individual contractor, the contract number, name of firm and purpose of contract.

(2) Categories of Employees or Contractors.

- (a) name of Departmental element/Category;
- (b) whether providing home-to-work transportation is necessary because of (1) field work, or (2) law enforcement;
- (c) number and job title of employees or contractors in the category;

1/22/91

- (d) operational location(s), number at each location and level(s) where the category of employees or contractors is to perform the work;
- (e) nature of the duties of employees or contractors within the category;
- (f) justification of the need for home-to-work transportation;
- (g) alternate arrangements considered;
- (h) specified periods for this request (actual period of need or two (2) years, whichever is less); and
- (i) in the case of a category of contractors, the contract number, name of firm and purpose of contract.

c. Supervisory Approval for Categories.

- (1) General. Subsequent to Secretarial approval of a category of employees or contractors as eligible to receive home-to-work transportation for field work or law enforcement, supervisory approvals of individual employees or contractors within the category shall be made on an individual case-by-case basis. For DOT employees, the supervisory approval authority may not be delegated lower than to an office director (or equivalent) at Headquarters or the head of a field office (or equivalent). For DOT contractors, approval authority may not be delegated lower than the cognizant contracting officer or contracting officer technical representative.
- (2) Information for Supervisory Approval. The supervisory approval authority must approve use by individual employees or contractors within a category that has been approved by the Secretary. As a minimum, the following information should be provided for this purpose. Additionally, the information should be readily available for audit at the level where such approvals were made:
 - (a) name of Departmental element/Organization;
 - (b) name of approved category;
 - (c) name and job title of the individual employee or contractor;
 - (d) location of both residence and place of employment of the individual employee or contractor;

- (e) distance between residence and place of employment;
 - (f) period approval is in effect (actual period of need or two years, whichever is less);
 - (g) name and title of supervisory approval authority;
 - (h) date of approval action; and
 - (i) dates of (1) last supervisory review of continuing requirement for home-to-work transportation, and (2) last Secretarial recertification of continuing requirement for home-to-work transportation.
- d. Reviews/Recertifications of Continuing Requirements for Home-to-Work Transportation. As a safeguard against the abuse of the use of Government passenger carriers for home-to-work transportation because of field work or law enforcement, the continuing need for such transportation shall be monitored on a periodic basis.
- (1) Annual Supervisory Review and Certification. An annual review shall be made of each individual's continuing need approval for use of a Government passenger carrier because of field work or law enforcement. Such reviews shall be made on an individual case-by-case basis. Written certification shall be made that there is a continuing need for the individual to be provided such transportation when it is advantageous to the Government. This review and certification may not be delegated lower than to (a) an office director (or equivalent) at Headquarters or the head of a field office (or equivalent) in the case of employees or (b) the cognizant contracting officer or contracting officer technical representative in the case of contractors.
 - (2) Biennial Secretarial Recertification. To satisfy statutory and regulatory requirements, at least every two years the Secretary shall make a recertification of the continuing need for use of a Government passenger carrier for home-to-work transportation because of field work or law enforcement. To ensure such action is timely, the Assistant Secretary for Administration shall issue a call to Departmental elements to provide information required for the Secretary to recertify the need for such transportation. Departmental elements shall ensure that complete, accurate

1/22/91

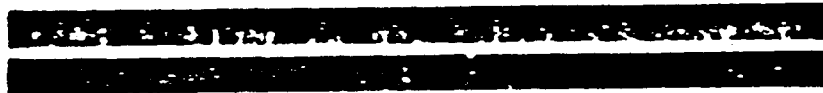
and up-to-date information is provided in the same format as Paragraph 6.b. above. Further, they should identify changes (e.g., in the justification, in the number of individuals in approved categories, etc.) which have occurred since the last recertification or initial approval. (Home-to-work transportation provided because of a clear and present danger, an emergency or a compelling operational consideration is not affected by any recertification requirement since the maximum extension to provide such transportation is for a period not to exceed ninety (90) days.)

7. HOME-TO-WORK TRANSPORTATION FOR A CLEAR AND PRESENT DANGER, AN EMERGENCY OR A COMPELLING OPERATIONAL CONSIDERATION. The guidance and procedures of this Paragraph apply to all home-to-work transportation provided as a result of (1) a clear and present danger, (2) an emergency situation, or (3) a compelling operational consideration. All such transportation must be subjected to close scrutiny to ensure abuses do not occur. Home-to-work transportation provided as a result of any of these conditions must not be for the comfort and convenience of the employees. Such transportation must be advantageous to the Government (i.e., satisfy the requirements of these conditions as defined in Paragraph 1. of these instructions) and documented to that effect each time the Government passenger carrier is used. Such transportation shall be authorized only to the extent that it will result in a substantial increase to the efficiency and economy of the Government. Approvals must be in writing and are not transferable. Approvals shall be limited to the lesser of the period of actual need or 15 days on initial requests. Requests for extensions not to exceed 90 days shall be submitted as long as the need arises. All approvals shall be promptly canceled in writing if the requirement no longer exists. To the extent practicable, all requests should be approved by the Secretary in advance of actual use. The procedures and requirements governing the provision of home-to-work transportation as a result of a clear and present danger, an emergency or a compelling operational consideration are discussed below.
 - a. Approval Requests. In general, approval requests for home-to-work transportation as a result of a clear and present danger, an emergency or a cancelling operational consideration shall be processed in a similar manner to requests for field work or law enforcement. When it is possible based on past history to reasonably predict a recurring need for such transportation, approval requests shall be submitted for prior Secretarial approval for official use under a contingency determination.

- b. Additional Information. Approval requests for home-to-work transportation as a result of (1) a clear and present danger, (2) an emergency, (3) or a compelling operational consideration are subject to certain requirement, beyond those approval requests for field work or law endorsement. Additional information is required for such requests to:
- (1) identify under which one of the three conditions home-to-work transportation is being provided;
 - (2) whether the approval request is for official use under a contingency determination (prior Secretarial approval);
 - (3) justification of need in the approval request must satisfy the applicable requirements contained in the definitions of the specific condition;
 - (4) in contingency determinations, the specific situations under which home-to-work transportation may be provided and the administrative controls which will be in effect; and
 - (5) the specified period of need (for an initial request, this is limited to the lesser of the period of actual need or 15 days, but subsequent extensions of not more than 90 days may be requested as long as the need continues).
- c. Additional Special Requirements. Home-to-work transportation provided as a result of a clear and present danger, an emergency or a compelling operational consideration is subject to certain special requirements.
- (1) Congressional notification of usage under these three conditions is required, thus necessitating prompt reporting to the Administrative Management Council members for Administration of any actual use under a contingency determination.
 - (2) The initial approval of such transportation is limited to the lesser of the period of actual need or 15 days. Subsequent extensions of not more than 90 days may be provided as long as the need arises.
 - (3) Supervisory approvals of usage under these three conditions should be made to the extent practicable under the specific situation. Supervisors shall ensure that all such usage is strictly limited to only justifiable uses and that actual use is documented and justified in accordance with these instructions.



The National Driver Register Program Users' Guide



US Department of Transportation
National Highway Traffic Safety
Administration
Washington, D.C. 20590

**DOT HS 803 545
Revised January 1982**

PREFACE

Motor vehicle administrators have endeavored for years to protect the motoring public against the problem driver—the motorist who operates a vehicle while intoxicated or is otherwise repeatedly irresponsible or reckless. Their best weapon in this battle is to deny, revoke or suspend operator permits of individuals who demonstrate little regard for the responsibilities that go with a driver's permit.

But even this licensing weapon was easily neutralized. Too often the driver denied the privilege of a license in one jurisdiction simply made application for a driver's permit in another jurisdiction, reasonably sure that past motoring abuses wouldn't be discovered. It was difficult for motor vehicle administrators to determine if a license applicant has had his license denied, suspended or revoked by another jurisdiction. The process was time-consuming, costly, and in many cases impractical from the standpoint of manpower, requiring an exchange of information with officials in all other licensing jurisdictions to ensure complete records on each applicant.

National Driver Register Law

In an effort to protect motorists and to minimize abuses within State licensing systems, Congress on July 14, 1960, enacted the National Driver Register Law, Public Law 86-660. This law authorized the Department of Commerce to establish and maintain the National Driver Register (NDR) to serve as a central index on adverse driver licensing actions taken by State authorities in connection with incidents involving driving while intoxicated and fatal accidents which resulted in a driving permit suspension or revocation.

The National Traffic and Motor Vehicle Safety Act of 1966, P.L. 89-563 (Appendix A), expanded the NDR's scope of authorization for retrieving and transmitting State driver licensing records to include all permit denials, terminations, or temporary withdrawals except for withdrawals of less than six months based on a series of non-moving violations. The Act also opened the NDR data to officials of Federal government agencies responsible for licensing Federal employees to operate government motor vehicles.

Now a program of the National Highway Traffic Safety Administration (NHTSA) Department of Transportation, the NDR is basically a nationwide repository of information on problem drivers. It complements the driver licensing operations of the 56 States and Territories while maintaining State and Territorial autonomy in the driver licensing field. It is a central contact point for Federal, State and Territorial authorities in their efforts to ascertain possible problem drivers applying for original or renewal licenses.

How the National Driver Register Works

Participation in the program is voluntary, but certainly the degree and level of participation by individual jurisdictions is a key to its effectiveness. The voluminous number of requests for file checks received by the NDR annually serve to indicate the value licensing officials place on this cooperative Federal-State driver record exchange system.

In practice, a file check related to a license application might work like this: (Depicted in centerfold)

- (1) State "A" revokes John Doe's license for driving while intoxicated and reports its revocation action to the NDR;
- (2) NDR logs the revocation report from State "A" and enters it onto the computer master file;
- (3) With his driving privileges revoked in State "A," John Doe applies for an operator's permit in State "B";

(4) State "g" requests a file check of the NDR.

(5) NDR processes the inquiry from State "g" through its computer systems searching its master file for any denial or withdrawal action involving John Doe's driving privileges. This file check matches the identification and descriptive information provided on John Doe's application in State "g" with the information in the withdrawal report stored in the master file from State "A." The information is then sent, by mail, to State "g," informing them of the adverse driver record contained in the file of State "A."

(6) Typical actions that a State may take upon receipt of a "probable" identification are:

a. Verify that the "probable" identification is, in fact, identical with the driver license applicant by:

1. Contacting revolving State for driver history record and/or
2. Interviewing applicant to discuss potential course of action.

b. Take appropriate action based on the State's law in line with its reciprocal agreements (i.e., Driver License Compact). Some possible actions are:

1. Canceling issued permit, when applicable.
2. Denying or refusing to grant license.
3. Prosecuting applicant for false application.
4. Referring applicant to a driver rehabilitation program.
5. Establishing a driver history file for future driver control purposes.

Aware that requesting States require timely driver record data, NDR's operating policy is to return any resultant probable identifications within 24 hours of the receipt of a request for a file check.

With the exception of an individual whose license withdrawal has been reported to the NDR the file is accessible only to State and Federal driver licensing administrators regarding individuals applying to them for permits. Through the NDR they may be apprised of the records accumulated in other jurisdictions by ostensibly dangerous drivers,

and can thus take appropriate action regarding the application in question.

Let's say that 300 people apply for a driver's license in a particular State on a single day. The application forms will probably be sent to a central office in the Motor Vehicle Division, where a clerk transfers to a magnetic computer tape identifying information from each application. At the end of the day this magnetic reel is mailed to the NDR. States which do not routinely prepare magnetic tapes of driver license applications may nonetheless use the system by sending the pertinent information on either a manual Request for National Driver Register File Check (NRS Form 1047 Figure 1 page 4) or any State form which contains the necessary data elements.

At the NDR, the magnetic tapes are transferred to a computer disk file with all other requests and file update actions received that day. The manual forms are converted into computer-readable tape for input to the computer. When all the requests and file update actions for a day's computer run have been assembled on disk, the update actions are then processed against the previous master file to reflect the addition, deletion or revision of the new withdrawal report activity. The inquiries and the updated master file are then processed against each other to match names common to both. These inquiry/master record pairs are then screened to find those in which other data are the same or similar.

No information system is foolproof and because of the sensitivity of its tasks and its possible impact on the individual, NDR strives to ensure the accuracy of the search/match process involving inquiries and denial/withdrawal reports in its system. These individual reports are called probable identifications because of the tolerances for error in the search/match process.

The Report of Inquiry Searched (NRS Form 1054, Figure 2 page 4) returned to the States clearly indicates that the match between the applicant and the individual in the master file of withdrawal and denials is only tentative. This is reflected on the Report of Inquiry Searched. Note the wording on the center of the form. The key word is "May." NDR's file, in the final analysis, is legally only an abstract of a record that exists in the files of a State driver licensing office. It is for this reason that the NDR stresses that the individual States verify to their own satisfaction that an individual named on an NDR report is, in fact, the same individual as the one applying for a license to drive, before taking an adverse action relative to that person.

There are other types of information necessary from licensing authorities to ensure the efficacy of the system. These include reports of rescissions, license restorations and corrections. If a State must rescind a license withdrawal because a court ruling has overturned its license withdrawal

drawal action, it should immediately inform the NDR. The record is erased from the NDR file as soon as the recision notice from the State is received. Corrected records are erased from the file, but unlike the recisions, a new record with the correct data is reentered. In cases in which an operator's license is restored as a result of having satisfactorily met the terms of suspension or revocation, the record is updated to show the restoration, but remains in the file.

The Privacy Act of 1974 requires that personal data files be maintained as accurately as practicable so as to protect the rights of the subjects of the records. To this end, a record disclosure accounting system is in operation. Through this system, an agency, to whom a record has been disclosed, can be promptly advised of a rescission notice or correction subsequently received. When a rescission notice (cancellation) or a record correction is received an index of disclosed records is checked to determine if the basic record had been disclosed, and if so, to whom. If, in fact, the record was divulged the recipient is advised of the change so that the State record can be purged or corrected as appropriate.

Although the size of the file is constantly increasing, NDR controls growth through an automated purging system which deletes older records. Currently NDR retains records in its files for either five or seven years. License withdrawals for serious violations—drunk driving, hit and run, habitual violator, fatal accident, felony, driving while suspended, revoked or denied, and misrepresentation—are kept for seven years, and all other records are kept for five years. Alcohol-related driving convictions account for approximately 52% of the records on file, whereas, 12% are for repeated violations (points).

Since its inception, the NDR has attempted to balance the pressures of its mission to protect the public from drivers of demonstrated incompetence or irresponsibility and the need for the public to be protected from the potential abuses of a computer-based information system. The human misery that the truly irresponsible or incompetent driver can produce on the nation's highways is incalculable. The potential target is the occupant of any of the over 100 million passenger cars and 25 million trucks and buses currently registered in this country.

The NDR is NOT a file on ALL licensed drivers in the U.S., but an index to adverse driver record files maintained by the States. It contains only data appropriate to its service as a clearinghouse for information pertaining to license actions, including:

- Denial or withdrawal of an individual's driving privileges;
- Restoration of an individual's driving privileges after the withdrawal period;

[illegible]

**Figure 1. Request for National Driver Register File Check,
HS Form 1047**

REPORT OF SUSPECT BACKGROUND - NATIONAL BUREAU OF INVESTIGATION				DATE OF BIRTH		DATE OF DEATH	
VIRGINIA				09-11-78			
NAME	LAST	FIRST	MIDDLE	DATE OF BIRTH	DATE OF DEATH	DATE OF DEATH	DATE OF DEATH
EDWARD	JOHN	BOE		11-09-78	487-24-1818		
09448771110212869				11-09-78	487-24-1818		
Also Known As John Joseph Doe							
THE REPORT BELOW MAY RELATE TO THE SUBJECT OF INQUIRY							
NAME	LAST	FIRST	MIDDLE	DATE OF BIRTH	DATE OF DEATH	DATE OF DEATH	DATE OF DEATH
JOHN	EDWARD	BOE		11-09-78	487-24-1818		
09448771110212869				11-09-78	487-24-1818		
Also Known As Edward John Doe							
IOWA				08-16-78			
Receiving Under Influence				(B) 11			
Also Known As Edward John Doe							

Figure 2. Report of Inquiry Searched, HS Form 1054

[illegible]

**Figure 3. Request for National Driver Register File Check
Magnetic Tape Layout**

- Modification of information about an individual or the withdrawal action previously submitted to the NDR.

With this information the license administrator is enabled to promote a more effective driver-improvement program. Promising developments in the driver-improvement field include the establishment of traffic-violator schools, driver-improvement clinics, and group hearings; all dependent on sound driver-record information.

PRODUCT OF THE NATIONAL DRIVER REGISTER

The Report of Inquiry Searched (HS Form 1054) Figure 2 is the product of the National Driver Register. The Form is generated only when a possible identification is made. Due to the high volume of inquiries it is not practical to make negative responses. In the example shown the upper part of the report form contains the name and other identifying data supplied by the State of Virginia when requesting the search for information about the particular individual. In this example, the NDR file showed that an individual of the same name and birth date, had his license withdrawn by Iowa officials only a few days prior to his application in Virginia. The lower part of the report form contains the information which was contributed to the computer's electronic file by the State of Iowa.

Because Virginia made the inquiry, the Report of Inquiry Searched is sent immediately to officials of that State.

The numbered areas in Figure 2 are explained below:

1. "Inquiry By" identifies licensing agency which submitted the request for file check.
2. "Routing Code" is the code (if any) used by the licensing agency to efficiently route NDR reports to officials handling specific cases.
3. "Search Date" is the date the NDR actually processed the inquiry through its computer.
4. "Reason" means the general description of the type of license denial or withdrawal that was reported to the NDR (see Appendix D). For example, DS means disability.
5. "Date Withdrawn" is the date the State reported an action was taken to deny or withdraw an individual's driving privilege.
6. "Date Eligible" is when the driver may be eligible for reinstatement or restoration of his driving privilege.

7. "Date Restored" is the date the State reported to the NDR that an individual's driving privilege is restored.

8. Other names used by the driver are reported in these areas of the form.

Effective use of the NDR produced "probable identification" is a critically important consideration. NDR has the capability to modify its computer program and manual screening procedures to insure that information sent to States can be used. For example, if a State law prohibits use of a record that is over five years old, these can be automatically eliminated. This reduces costs and conserves valuable personnel resources for both the States and the NDR. If, for any reason, a State finds that it is routinely receiving "probable identifications" that it cannot use, the NDR should be contacted. Mutually agreeable arrangements will be made to modify procedures to accommodate each State's desires.

DELAYED SEARCH

The purpose of the delayed search is to detect those individuals who have been charged in their State of license, with a serious driving violation for which license revocation or suspension is a normal consequence and who apply for a license in another State before the action is taken. The violator, aware of the pending penalty and taking advantage of the frequent delay between the time of the offense and the time his license is officially taken applies for a new license in another jurisdiction during the interim. At the time of application he still can "honestly" state that he is not under suspension elsewhere. The latter State then routinely requests an NDR file check. The primary NDR file search, conducted within 24 hours of receipt of the inquiry is, of course, negative because the suspension action had not yet been reported. The individual is then issued a valid license. The former State's imminent suspension action is thereby thwarted, and a dangerous driver continues to jeopardize highway safety.

To counter this fraudulent procedure all file check requests (inquiries) are retained for about three months. On a bi-weekly basis, these inquiries are processed against the license withdrawal reports received during the two week period just ended. When the report concerning the individual is ultimately received it will be matched with the inquiry. This match or hit resulting from the delayed search operation is designated as such and is sent to the inquiring State, albeit up to three months after issuance of the license.

ROUTING CODES FOR SEARCH REQUESTS

To expedite internal distribution of its probable identifications, a licensing agency may wish to use a code on its inquiries to the NDR. Its purpose is to assist driver license administrators in routing these identifications to specific staff members or functional areas. Its use is optional.

Any combination of letters and/or digits, not to exceed 5, may be placed in the designated block of the manual form HS-1047, or placed in positions 84-88 of the magnetic tape submission (Figure 3 page 4).

The code would then appear automatically in the upper part of the Report of Inquiry Searched returned to the State (Figure 2, Item 2).

The State/Federal employee receiving the NDR report will be able to see at a glance that this particular report should go to a designated person or functional area. Thus, a State/Federal agency can arrange in advance for any number of possible points of routing for a NDR report. Because most of the Federal agencies have not centralized their licensing process it is important that they make use of the Routing Code field to enable the NDR to return any probable identifications to the requesting offices.

PREPARATION OF NDR DATA

Participating States are provided, free of charge, the necessary forms, magnetic tapes, franked envelopes, and mailing containers. With the exception of franked envelopes the above materials are also provided Federal agencies.

Magnetic tape is, however, the preferred medium. Most States now use it to report withdrawal actions and to search the file. The NDR system utilizes nine track, 1600 BPI magnetic tape. However, seven track tape in 56/800 BPI or nine track R00 BPI and in any format are acceptable if the necessary data elements are supplied. Suggested magnetic tape formats for withdrawal reports and inquiries are given in Appendices B and C.

Neither reports nor inquiries should be sent to the NDR unless an accurate birth date accompanies the full name.

Other data elements highly desirable are sex, height, weight, color of eyes, driver license and social security numbers.

When withdrawal reports or search requests with common names contain insufficient identifying information, the computer will print out numerous records on individuals with the same name. This results

in ineffective use of the computer and much extra effort by Federal and State employees who must determine whether any of the probable identifications are, in fact, the same individual.

Identifying numbers have been assigned to drivers since the earliest days of driver licensing. The States have used these numbers to keep track of drivers in State systems of licensing, enforcement, rehabilitation, and records. Without a coherent numbering system, a State could easily lose sight of its problem drivers. With the best system, however, a State can still encounter difficulty in identifying problem drivers from other States if those States use a different system of numbers to identify their drivers. A common numbering system would present great advantages to all States.

Most of the States presently use the Social Security number either as the driver license number or as a reference number for exchanging driver records. Although other numbering systems may be available, such as those based on birth registration numbers, none match the Social Security numbering system in completeness or ease of adoption. The Congress has recognized its advantages by authorizing its use for driver licensing (in the Tax Reform Act of 1976, P.L. 94-455, 90 Stat. 1520).

NHTSA endorses the use of the Social Security number by the States as an identifying number for drivers, either as the license number itself or as a number for the exchange of driver records among States and between the States and the National Driver Register.

The NDR accepts both the State driver license number and the Social Security Number. If no number is available in the reporting State but an out-of-State driver license number is known, report this, preceding it with the abbreviated name of the other State (Appendix E).

For those States that cannot utilize magnetic tape media in forwarding inquiries or withdrawal reports the NDR can accept manual State or NDR forms.

Great care in preparing manual withdrawal reports and inquiries will increase the efficiency, accuracy, and consequently, the value of the NDR to all users of its service.

The Report of License Withdrawal/Denial, a two-part manual form, (HS Form 1046, Figure 4A page 10) provides for all the data the NDR needs in its electronic file in order to answer an inquiry. The particular information shown is the report from Iowa that is printed on the lower part of the Report of Inquiry Searched, (Figure 2), in response to an inquiry from Virginia. When Iowa actually restores the applicant's driving privilege, (Figure 4B page 10) they would simply complete the block "Driving Privilege Restored" and forward this duplicate copy to NDR thereby causing the record to be updated.

LOCATION OF RECORDS

Records can be made available, within a reasonable time after request, for inspection and copying during regular working hours at 7:45 a.m. to 4:15 p.m., each day except Saturdays, Sundays, and Federal legal holidays, at the National Driver Register, located at the Nease Building, 400 7th Street, S.W., Washington, D.C. 20590. Original records may be copied but may not be released from custody.

REQUEST TO CORRECT OR ALTER RECORDS

Records in the National Driver Register files are merely abstracted information from records sent by State motor vehicle agencies. They are susceptible to correction or alteration only to the extent that such records are at variance with the State records. Persons seeking to correct a State motor vehicle record should address their request to the appropriate State motor vehicle licensing authority.

The Chief, NDR, will provide written acknowledgment of the receipt of a request to amend a record to the individual within ten working days. If the request can be reviewed, processed, and the individual notified of compliance or denial of the request within the ten working day period, no further response is required.

When a decision is made by the NDR to comply with an individual's request to amend the person's record, the following steps will be taken within 30 working days from the date of acknowledgment of the request:

- (1) Advise the individual of the decision in writing;
- (2) Correct the record accordingly; and
- (3) Advise all previous recipients of the record that a correction has been made.

When a decision is made, after an initial review by the NDR, to disagree with all or any portion of a request to amend a person's record, the following steps will be taken within 30 working days from the date of acknowledgment of the request.

- (1) Advise the individual of refusal and the reasons therefore; and
- (2) Inform the individual of the procedures for appeal to the Chief Counsel for further review.

If the individual disagrees with the initial determination of the NDR, the individual may file a request for further review of that determination.

NDR is that the records are incomplete, outdated or incorrect. Prompt updating lends credence to the NDR service, enables the user jurisdiction to have confidence in information received and must importantly protect citizens from having their licenses denied or cancelled erroneously. The inconvenience and embarrassment to citizens, when actions are taken based on incorrect information, is a serious matter that can only be avoided by the participating jurisdictions ensuring that NDR file data are kept accurate.

Privacy Requirements

While the only information collected for NDR records is that required by Public Law 93-563, the manner in which such information is maintained and used is significantly impacted by the Privacy Act of 1974 (Public Law 93-579). This law was enacted to promote governmental respect for the privacy of citizens by requiring Federal agencies to observe certain rules and regulations relating to the maintenance, collection, and use of personal information.

The NDR, in accordance with the Privacy Act requirements, seeks to:

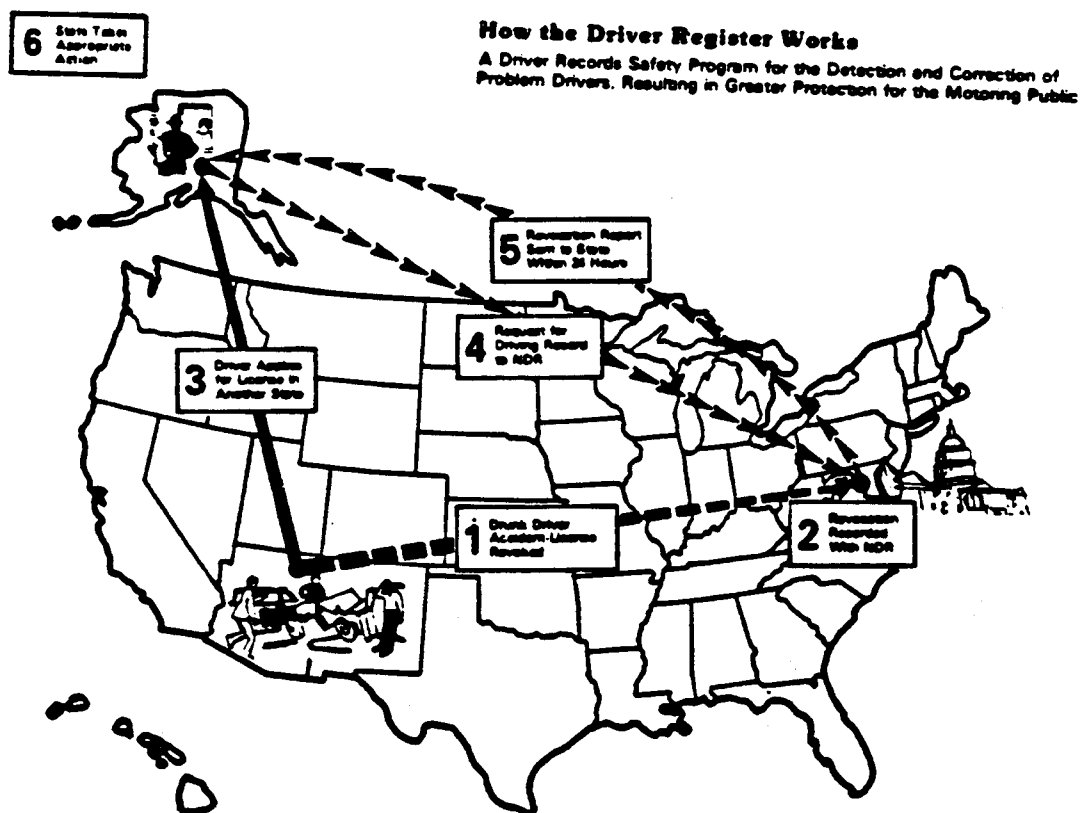
- 1) collect and maintain only relevant and necessary personal information;
- 2) maintain information collected with such accuracy, relevance, timeliness, and completeness as to ensure fairness of its use; 3) permit an individual to review any record pertaining to him/her which is contained in the system of records; 4) act upon all requests for corrections and alterations of personal records; and 5) establish reasonable administrative, technical, and physical safeguards to ensure that records are only disclosed to legally authorized parties.

AVAILABILITY OF RECORDS REQUEST FOR RECORDS

Ordinarily, each person desiring to determine whether a record pertaining to him/her is contained in the NDR system of records or to obtain a copy of such a record, should make his/her request in writing. The request must contain certain personal data as depicted in Appendix H.

Such information, used for identification verification and records search purposes, must be notarized and forwarded to the NDR.

Oral requests in person shall also be accepted provided that the requesting party can prove his/her identity through the presentation of a document issued by a recognized organization (e.g., a driver's license or a credit card) which contains a means of verification such as a photograph or a signature.



APPENDIX A **Public Law 89-563** **80 Stat. 730**

TITLE IV—NATIONAL DRIVER REGISTER

Sec. 401. The Act entitled "An Act to provide for a register in the Department of Commerce" in which shall be listed the names of certain persons who have had their motor vehicle operator's licenses revoked," approved July 14, 1960, as amended (74 Stat. 526; 23 U.S.C. 313 note), is hereby amended to read as follows: "That the Secretary of Commerce shall establish and maintain a register identifying each individual reported to him by a State, or political subdivision thereof, as an individual with respect to whom such State or political subdivision has denied, terminated, or temporarily withdrawn (except a withdrawal for less than six months based on a series of nonmoving violations) an individual's license or privilege to operate a motor vehicle.

"Sec. 2. Only at the request of a State, a political subdivision thereof, or a Federal department or agency, shall the Secretary furnish information contained in the register established under the first section of this Act, and such information shall be furnished only to the requesting party and only with respect to an individual applicant for a motor vehicle operator's license or permit.

"Sec. 3. As used in this Act, the term 'State' includes each of the several States, the Commonwealth of Puerto Rico, the District of Columbia, Guam, the Virgin Islands, the Canal Zone, and American Samoa."

Approved September 9, 1966, 1:10 p.m.

This Act is now administered by the U.S. Department of Transportation.

tion. This request for review should be addressed to the Chief Counsel, National Highway Traffic Safety Administration, 400 Seventh Street, S.W., Washington, D.C. 20590.

If after review the Chief Counsel agrees to the amendment of the record, the amendment procedures and the same as those adhered to by the NDR stated above. If an amendment of the record is refused by the Chief Counsel as requested by the individual, the individual will be advised:

- (1) Of the refusal and reasons therefore, and the name, title and position of each person responsible for the determination;
- (2) Of the individual's rights to file, together with the appropriate procedures, a concise statement of the reasons for disagreeing with the decision of the Chief Counsel;
- (3) Of the fact that the statement which is filed by the requester will be made available to prior recipients and to anyone to whom the record is subsequently disclosed; and
- (4) Of the individual's right to seek judicial review of the Chief Counsel refusal to amend a record.

The final determination to refuse an individual's request for amendment of a record must be concluded within 30 working days after the receipt of the appeal to the Chief Counsel. If a fair and equitable review cannot be completed by the stipulated time, the NHTSA Administrator will inform the individual in writing of the reasons for delay and provide an estimated date on which completion of the review is expected.

APPENDIX B **Magnetic Tape Record Formatting Instructions** **Request for National Driver Register File Check**

NAME OF FIELD	RECORD POSITIONS FROM THRU	NO. OF POS- ITIONS	REMARKS
Name: Last First Middle Suffix	1 35 35	35	Freeform. Start in first position of field. Leave unused portion of field blank. Separate by commas. When names exceed 35 characters the middle name will be truncated beginning with the last character of the middle name and proceeding to the first of the middle name. The middle initial will never be truncated. If name still exceeds 35 characters truncation will continue with the last character of the first name and proceed to the first initial. The first initial will never be truncated.
Record Type	36 - 1	1	Control character "A" to differentiate Request for National Driver Register File Check records from Report of License Withdrawal/Denial records and to tie trailers with base records.(1)
Date of Birth: Year Month	37 38 39 40	2 2	Last two digits, use leading zero. 01 through 12, use leading zero.
Day	41 42	2	01 through 31, use leading zero.
State Code	43 44	2	See listings of State and Agency codes. Appendices E and F. Use leading zero.
License Number	45 64	20	Alpha-numeric. Left adjust.
Social Security Number	65 73	9	Numeric.
Sex	74 -	1	M or F.
Height: Feet Inches	75 76 77	1 2	3 through 8. 01 through 11, use leading zero.
Weight: Pounds	78 80	3	Right adjust. Use leading zero.
Eye Color	81 83	3	Refer to Eye Color Code Appendix G.
Routing Code	84 88	5	Alpha-numeric. Use by State (or Federal agency) is optional. Its purpose is to assist Driver License officials in routing return correspondence to a designated person or functional area.
Blank	89 105 17	17	

(1) If "other names" are to be forwarded on an individual (limit is 3), make one additional record for each "other name" and number record "B" for first other name, "C" for second other name, and "D" for third other name. On record "B" and additional records duplicate the data from positions 37 through 83 of the first record.

1/22/91

APPENDIX C
Magnetic Tape
Record Formatting Instructions
Report of License Withdrawal/Denial

NAME OF FIELD	RECORD POSITIONS FROM THRU	NO. OF POSITIONS	REMARKS
---------------	----------------------------	------------------	---------

Name:			
Last	1	35	35
First			
Middle			
Suffix			
Record Type	36	-	1
Date of Birth:			
Year	37	38	2

Freeform. Start in first position of field. Leave unused portion of field blank. Separate by commas. When name exceeds 35 characters, the middle name will be truncated beginning with the last character of the middle name and proceeding to the first of the middle name. The middle initial will never be truncated. If the name still exceeds 35 characters, truncation will continue with the last character of the first name and proceed to the first initial. The first initial will never be truncated.

Control character "I" to differentiate Report of License Withdrawal/Denial records from Request for National Driver Register File Checks and to the trailers with base records.(1)

Last two digits. Use leading zero.

NAME OF FIELD	RECORD POSITIONS FROM THRU	NO. OF POSITIONS	REMARKS
Month	39	40	2
Day	41	42	2
State Code	43	44	2
License Number	45	64	20
Social Security Number	65	73	9
Sex	74	-	1
Height:			
Feet	75	-	1
Inches	76	77	2
Weight:			
Pounds	78	80	3
Eye Color	81	83	3
Reason for Withdrawal/Denial	84	86	3
Date Withdrawn/Denied:			
Year	87	88	2
Month	89	90	2
Day	91	92	2

01 through 12. Use leading zero.
01 through 31. Use leading zero.
See list of State codes, Appendix E. Use leading zero.
Alpha-numeric. Left adjust.
Numeric.
M or F.
3 through 8.
01 through 11. Use leading zero.
Right adjust. Use leading zero.
Refer to Eye Color Code Appendix G.
Refer to AANYA Violations Exchange Code Appendix D. Left adjust. Third position may be blank.
Last two digits, leading zero.
01 through 12, key leading zero.
01 through 31, key leading zero.

APPENDIX D **American Association of Motor Vehicle** **Administrators Violations Exchange** **Code (Reason)**

Abridged Listing of the AAMVA Codes **Used by the NDR for Recording Driver** **License Details and Withdrawals**

<u>CODE</u>	<u>DEFINITION</u>
DM	Driving While Intoxicated
	Violations Pertaining to Intoxicants
DM1	Driving while under the intoxicating influence of alcohol, narcotics, or pathogenic drugs.
DM2	Driving while under the intoxicating influence of medication or other substances not intended to produce intoxication as a result of normal use.
DM3	Refusal to submit to test for alcohol after arrest for driving while intoxicated or suspicion of intoxication.
DM4	Illegal possession of alcohol or drugs in motor vehicle.
DS	Disability
DS1	Inability to pass one or more tests required for driver license.
DS2	Operating a motor vehicle improperly because of physical or mental disability.
DS3	Failure to discontinue operating vehicle after onset of physical or mental disability (including uncontrollable drowsiness).
FA	Fatality
FA1	Violation of a motor vehicle law resulting in the death of another person.
FE	Felony
FE1	Using a motor vehicle as the device for committing a felony.
FE2	Using a motor vehicle in connection with a felony.
FE3	Using a motor vehicle to aid and abet a felon.
FR	Financial Responsibility
FR1	Unsatisfied judgment.

<u>NAME OF FIELD</u>	<u>RECORD POSITIONS FROM THRU</u>	<u>NO. OF POSITIONS</u>	<u>REMARKS</u>
Date Eligible for Restoration:			
Year	93 94	2	Last two digits, key leading zero.
Month	95 96	2	01 through 12, key leading zero.
Day	97 98	2	01 through 31, key leading zero.
Date Restored:			
Year	99 100	2	Last two digits, key leading zero.
Month	101 102	2	01 through 12, key leading zero.
Day	103 104	2	01 through 31, key leading zero.
Administrative Character	105 --	1	This field is used when a previously submitted record is to be deleted from the master file. If no deletion action is intended the field is to be blank. The four deletion codes are C-Correction, P-Purge, R-Rejection, "1"-A general deletion code to be used when one of the above codes cannot be determined. See the Glossary for a complete explanation of the above mentioned codes.

(1) If "other names" are to be forwarded on an individual (limit is 3), make one additional record for each "other name" and number record "2" for first other name, "3" for second other name, and "4" for third other name. On record 2 and additional records duplicate the data from record, positions 37 thru 83 of the first record.

1/22/91

<u>CODE</u>	<u>DEFINITION</u>	<u>CODE</u>	<u>DEFINITION</u>
FR2	Failure to meet requirements of the security following accident provisions of the FR law.	RK	Reckless, Careless, or Negligent Driving
FR3	Failure to file future proof of financial responsibility following conviction for violation of motor vehicle law.	RKI	Headless, willful, wanton, or reckless disregard of the rights or safety of others in operating a motor vehicle, endangering persons or property.
FR4	Failure to file future proof of financial responsibility as required under any other provision of the FR law.	RK2	Operating a motor vehicle without the exercise of care and caution required to avoid danger to persons or property.
FR5	Failure to maintain required compulsory liability insurance.	RK3	Transporting hazardous substances without required safety devices or precautions.
HV	Habitual Violator	RK4	Coasting or operating with gears disengaged.
	Not an AAMVA code. For NDR use only.	RV	Repeated Violations
HR	Hit and Run	RV1	Recurrence of violations requiring mandatory action of the licensing authority as specified by law.
	Leaving the Scene	RV2	Accumulation of violations resulting in mandatory action of the licensing authority because of statutory point system.
	Evading Arrest	RV3	Accumulation of violations resulting in discretionary action by the licensing authority.
HR1	Failure to stop and render aid after involvement in accident resulting in bodily injury.	SP	Speeding
HR2	Failure to stop and reveal identity after involvement in accident resulting in property damage only.	SP1	Contest racing on public trafficway.
HR3	Leaving the scene of an accident after providing aid or identity but before arrival of police.	SP2	Prime fact speed violation or driving too fast for conditions.
HR4	Evading arrest by fleeing the scene of citation or road block.	SP3	Speed in excess of posted maximum.
HR5	Evading arrest by extinguishing lights (when lights required).	SP4	Speed less than posted minimum.
MR	Misrepresentation	SP5	Operating at erratic or suddenly changing speeds.
	Contributory Violations	VR	Unqualified Judgment (See FR)
MR1	Misrepresentation of identity or other facts to obtain a driver license. (If registration or title involved, see RT.)		Violation of Restriction Licensing Requirements
MR2	Displaying a driver license which is invalid because of alteration, counterfeiting, or withdrawal (revocation, suspension, etc.).	VR1	Driving while revoked.
MR3	Displaying the driver license of another person.	VR2	Driving while suspended.
MR4	Loaning a driver license.	VR3	Driving after license denied.
MR5	Obtaining or applying for a duplicate driver license during withdrawal.	VR4	Operating contrary to conditions specified on driver license.
MR6	Misrepresentation of identity or other facts to avoid arrest or prosecution.	VR5	Operating without being licensed or without license required for type of vehicle operated.
	Habitual Violator (HV) code was added to the AAMVA Violations Exchange Code by the NDR to accommodate the many States who enacted an HV law after the AAMVA Violations Exchange Code was developed. To be adjudged a Habitual Violator normally requires having been convicted of three major violations.	VR6	Allowing an unlicensed operator to drive.

APPENDIX F **Federal Department and Agency** **Identification Codes**

CODE	ABBREVIATION	DEPARTMENT
DA	AGR	Agriculture
DB	COM	Commerce
DM	DOD	Defense
AD	DOE	Energy
DD	HHS	Health and Human Services
DN	HUD	Housing and Urban Development
DF	INT	Interior
DG	JUS	Justice
DH	LAB	Labor
DJ	PS	Postal Service
DI	STA	State
DK	DOT	Transportation
DL	TRB	Treasury
DU	EDU	Education
AGENCY		
AA	ACT	Advisory Commission on Intergovernmental Relations
AB	AMB	American Battle Monuments Commission
AE	CAB	Civil Aeronautics Board
AF	CWC	Civil War Centennial Commission
AG	CCR	Commission on Civil Rights
AH	CFA	Commission of Fine Arts
AI	DRB	Delaware River Basin Commission
AJ	DCR	District of Columbia Redevelopment Land Agency
DO	EIB	Export-Import Bank of Washington
DP	FCA	Farm Credit Administration
AM	FAA	Federal Aviation Administration
AN	FCM	Federal Coal Mine Safety Board of Review
AO	FCC	Federal Communications Commission
AP	FDI	Federal Deposit Insurance Corporation
AQ	FHL	Federal Home Loan Bank Board
DQ	FMC	Federal Maritime Commission
DR	FMS	Federal Mediation and Conciliation Service
AT	FPC	Federal Power Commission
AU	FRC	Federal Radiation Council

APPENDIX E **State Identification Codes and** **Abbreviations**

ABBE- VIA- CODE	STATE	ABBE- VIA- CODE	STATE
01	AL	32	NV
02	AK	33	NH
04	AZ	34	NJ
05	AR	35	NM
06	CA	36	NY
08	CO	37	NC
09	CT	38	ND
10	DE	39	OH
11	DC	40	OK
12	FL	41	OR
13	GA	42	PA
15	HI	44	RI
16	ID	45	SC
17	IL	46	SD
18	IN	47	TN
19	IA	48	TX
20	KS	49	UT
21	KY	50	VT
22	LA	51	VA
23	ME	53	WA
24	MD	54	WV
25	MA	55	WI
26	MI	56	WY
27	MN	60	AS
28	MS		
29	MO		
30	MT	66	GU
31	NE	72	PR
		78	VI

APPENDIX G **Driver Eye Color Code**

<u>CODE</u>	<u>ABBREVIATION</u>	<u>AGENCY</u>	<u>NAME OF ITEM/ABBREVIATION</u>	<u>CODE</u>
AV	FTC	Federal Trade Commission	Black.....	BLK
AW	FCS	Foreign Claims Settlement Commission	Blue/Blu.....	BLU
AX	GSA	General Services Administration	Brown/Bro.....	BRO
AY	IND	Indian Claims Commission	Grey/Gry.....	GRY
D8	KCC	Interstate Commerce Commission	Green/Grn.....	GRN
BA	NAS	National Aeronautics and Space Administration	Hazel/Haz.....	HAZ
BB	NCH	National Capital Housing Authority	Maroon/Mar.....	MAR
BC	NCP	National Capital Planning Commission	Pink/Pnk.....	PNK
BD	NCT	National Capital Transportation Agency	Unknown/XXX.....	XXX
BE	DGA	D.C. Government, Department of Gen. Administration		
BF	NFA	National Foundation of the Arts		
BG	NLR	National Labor Relations Board		
BH	EPA	Environmental Protection Agency		
BI	NSF	National Science Foundation		
BK	RRB	Railroad Retirement Board		
BL	RB	Renegotiation Board		
BM	SLS	St. Lawrence Seaway Development Corp.		
BN	SBC	Securities Exchange Commission		
BO	SSS	Selective Service System		
BP	SBA	Small Business Administration		
BQ	SI	Smithsonian Institution		
BR	SAC	Subversive Activities Control Board		
BS	TC	Tax Court of the United States		
BT	TVA	Tennessee Valley Authority		
BU	USD	U.S. Arms Control and Disarmament Agency		
BV	OPM	Office of Personnel Management		
BW	ICA	International Communications Agency		
BX	ITC	International Trade Commission		
BY	VET	Veterans Administration		
BZ	WRC	Water Resources Council		
DT	GPO	U.S. Government Printing Office		
CB	NRC	U.S. Nuclear Regulatory Commission		
CC	USC	U.S. Courts		
AC	ARC	Appalachian Regional Commission		
CD	TSB	National Transportation Safety Board		
CE	LOC	Library of Congress		
CF	FLRA	Federal Labor Relations Authority		
CH	MSP	Merit System Protection Board		
CI	OPI	Office of the Federal Inspector		
CJ	GAO	General Accounting Office		
CK	IBW	International Boundary and Water Commission		

APPENDIX H

Individual Privacy Act Request

Data Elements Required by NDR in
Making Privacy File Checks

- Full legal name
 - Other names used (nicknames, professional name, etc.)
 - Date of birth
 - Sex
 - Height
 - Weight
 - Color of eyes
 - Social Security number and/or driver license number (Provision of the Social Security number is voluntary.)
- Although not mandatory, it would help to more positively identify any records the NDR may have concerning you if you would provide:
- The reason your driver license was withdrawn or denied
 - The date of the action
 - The State which took the action

Requests made by mail must be signed in the presence of a notary public.

30

Glossary of Terms

Appeals are actions taken by a driver to cause a legal change in his record of conviction and/or recorded denial or withdrawal of a driver license. There are two basic kinds of appeals: an appeal of a conviction, and an appeal of a denial or withdrawal of a driver's license.

Neither kind of appeal has any effect on any NDR record unless the driver licensing jurisdiction sends a notice to the NDR of a recision, correction, or restoration. This notice must contain precise driver identification, the same as that already on the NDR record to be erased or changed.

Corrections are actions taken by a driver licensing jurisdiction to correct erroneous data on reports and inquiries previously transmitted to the NDR.

Deletions are actions taken by a driver licensing jurisdiction to remove records of denials and withdrawals from the NDR master file. An administrative deletion code would be used by those States forwarding withdrawal reports on magnetic tape who cannot differentiate between corrections, purges, or recisions.

Denials are recorded refusals of driver license applications by a driver licensing authority.

Inquiries are records of driver license applicants sent to the NDR as requests for search of the master file of denials/withdrawals.

Probable Identifications are those records created by the automated search/match process and which are sent to the States when personal identification features contained on driver license application inquiry information is compared with that of denial/withdrawal records on the file. These are defined as such due to the tolerances for error in the search/match process. The identifications are only tentative and States must verify that the individual named on a NDR report is, in fact, the same as the one applying for a license.

Purges are actions taken by a driver licensing jurisdiction or the NDR to remove records of denials and withdrawals from file because they have surpassed their legal or administrative retention period.

Recisions are actions taken by a driver licensing jurisdiction to eradicate records of denials and withdrawals of driver licenses.

Restorations are actions taken by a driver licensing jurisdiction to terminate recorded denials or withdrawals of driver licenses without erasing the record of the adverse action.

Withdrawals are recorded cancellations, suspensions, revocations, or other form of termination of licenses to operate motor vehicles issued by driver licensing jurisdictions.

31

1/22/91

FAA ORGANIZATIONAL ELEMENTS

(Codes for National Driver Register Search)

Region/Center/Org.	Code	Region/Center/Org.	Code
1. Alaskan Region	A	10. NW Mountain Region	J
2. Central Region	B	11. FAA Technical Center	K
3. Great Lakes Region	C	12. Aeronautical Center	L
4. ALG-420	D	13. Washington Headquarters	M
5. Eastern Region	E		
6. New England Region	F		
7. Western-Pacific Region	G		
8. Southern Region	H		
9. Southwest Region	I		

1/22/91



U.S. Department
of Transportation
**Federal Aviation
Administration**

4670.2B
Appendix 7

800 Independence Ave., S.W.
Washington, D.C. 20591

• To Whom it May Concern

The individual identified below is an applicant for a U.S. Government Motor Vehicle License. Information regarding traffic violations and accidents will be very helpful to us in determining whether the applicant can be considered a sufficiently safe vehicle operator.

We would appreciate your checking your criminal and/or traffic court records for any violations. If your department has no record or information regarding the individual, please indicate at the bottom of this letter. A prepaid postage, self-addressed envelope is enclosed for your use in answering this letter.

We wish to thank you sincerely for your cooperation.

Sincerely yours,

NAME _____ DRIVERS LICENSE NO. _____

SOCIAL SECURITY NO. _____ DATE OF BIRTH: _____

PRESENT ADDRESS: _____

RECORD: *Yes _____ No _____ (*If there is a record, please furnish details on the back of this sheet.)

INFORMATION FURNISHED BY: _____

DIRECTORY OF CONTACTS

for

OBTAINING DRIVER RECORDS



Prepared By
U.S. DEPARTMENT OF TRANSPORTATION
National Highway Traffic Safety Administration
National Driver Register
Washington, D.C. 20590

DIRECTORY OF CONTACTS

This directory has been developed specifically for use by driver licensing officials. Its purpose is to provide a ready reference for identifying appropriate contacts so that driver record information can be promptly obtained.

When requesting driver record information from another State, as much identification information as possible should be supplied. As a minimum, record requests should contain the complete name, date of birth and the driver license number (if available). When a copy of a National Driver Register furnished probable identification is the only data available, it is suggested that a copy be sent with the request. Some States have special requirements and these are set forth just below those States' contact point.

In order for this directory to provide accurate and reliable information, changes should be promptly reported so that the corrected addresses may be disseminated. Reports of changes should be addressed to:

Chief, National Driver Register
National Highway Traffic Safety Administration
Washington, D. C. 20590

ALABAMA

Department of Public Safety
Driver License Records Unit
P. O. Box 1471
Montgomery, AL 36192-2301
(205) 261-4400

ALASKA

Department of Public Safety
Division of Motor Vehicles
Driver Services
Pouch N
Juneau, AK 99801
(907) 465-4335

ARIZONA

Motor Vehicle Division
Records Section
1801 W. Jefferson, Room 362M
Phoenix, AZ 85007
(602) 255-8359 or 8418

ARKANSAS

Office of Driver services
Driver Control Section
P. O. Box 1272
Little Rock, AR 72203
(501) 682-1631

CALIFORNIA

Department of Motor Vehicles
Driver License Operations
P. O. Box 942890
Sacramento, CA 94890-0001
(916) 732-7418 or 7529

COLORADO

Motor Vehicle Division
Traffic records Section
140 West 6th Avenue
Denver, CO 80204
(303) 620-4111

CONNECTICUT

Department of Motor Vehicles
Driver Services Division
60 State Street
Wethersfield, CT 06109
(203) 566-3292

DELAWARE

Division of Motor Vehicles
Driver Improvement Section
P. O. Box 698
Dover, DE 19903
(302) 736-4461

DISTRICT OF COLUMBIA

Bureau of Motor Vehicle Services
Traffic Records and Rehab Branch
301 "C" Street, N.W.
Washington, DC 20001
(202) 727-6761

FLORIDA

Division of Driver Licenses
Bureau of Records
Neil Kirkman Building
Tallahassee, FL 32399-0575
(904) 488-3405

GEORGIA

Department of Public Safety
Revocation Section
P. O. Box 1456
Atlanta, GA 30371
(404) 624-7561

GUAM

Motor Vehicle Division
Driver License Branch
855 West Marine Drive
Agana, GUAM 96910
(671) 477-1040

Appendix 7

HAWAII

District Court - 1st Circuit
Violations Bureau
1111 Alakea
Honolulu, HI 96813
(808) 548-2467

IDAHO

Motor Vehicle Bureau
Driver Services Section
P. O. Box 7129
Boise, ID 83707
(208) 334-8730 or 8735

ILLINOIS

Department of Motor Vehicles
Driver Services Division
2701 South Dirksen Parkway
Springfield, IL 62723
(217) 782-2720

INDIANA

Bureau of Motor Vehicles
Safety Responsibility & Driver Impr.
State Office Building, Room 410
Indianapolis, IN 46204
(317) 232-2894

IOWA

Office of Driver Services
Records Section
Lucas State Office Building
Des Moines, IA 50319
(515) 281-6315

KANSAS

Division of Vehicles
Driver Control & Licensing Bureau
Robert Docking State Office Bldg.
Topeka, KS 66626
(913) 296-3671

KENTUCKY

Department of Vehicle Regulation
Division of Driver Licensing
State Office Building, 2nd Floor
Frankfort, KY 40622
(502) 564-6800 or 2347

LOUISIANA

Department of Public Safety
Office of Motor Vehicles
P. O. Box 64886
Baton Rouge, LA 70896
(504) 925-6009

MAINE

Secretary of State
Motor Vehicle Division
State House Station 29
Augusta, ME 04333
(207) 289-2386

MARYLAND

Motor Vehicle Administration
Division of Driver Records
6601 Ritchie Highway, N.E.
Glen Burnie, MD 21062
(301) 768-7233

MASSACHUSETTS

Registry of Motor Vehicles
100 Nashua Street
Boston, MA 02114
(617) 727-3842

MICHIGAN

Department of State
Bureau of Driver and Vehicle Records
7064 Crowner Drive
Lansing, MI 48918
(517) 322-1571 or 1624

MINNESOTA

Department of Public Safety
Driver and Vehicle Services Div.
Transportation Bldg., Room 108
St. Paul, MN 55155
(612) 296-9498

MISSISSIPPI

Department of Public Safety
Bureau of Driver Services
P. O. Box 958
Jackson, MS 39205
(601) 987-1200

MISSOURI

Drivers License Bureau
P.O. Box 200
Jefferson City, MO 65105
(314) 751-4475

MONTANA

Motor Vehicle Division
Driver Services Bureau
Driver Licensing Records Section
303 N. Roberts Street
Helena, MT 59620
(406) 444-4590 or 3292

NEBRASKA

Department of Motor Vehicles
Driver Records Section
P. O. Box 94789
Lincoln, NE 68509
(402) 471-3888
(Note: A self-addressed, stamped
envelope should be provided.)

NEVADA

Department of Motor Vehicles
Driver License Division
555 Wright Way
Carson City, NV 89711-0250
(702) 885-5505

NEW HAMPSHIRE

Division of Motor Vehicles
Financial Responsibility Section
James H. Hayes Safety Bldg.
Hazen Drive
Concord, NH 03305
(603) 271-3109

NEW JERSEY

Division of Motor Vehicles
Driver Record Abstract Section
137 East State Street
Trenton, NJ 08666
(609) 588-7373
(Note: If known, subject's eye color
should be included.)

NEW MEXICO

Division of Motor Vehicles
Driver Services Bureau
P. O. Box 1028
Sante Fe, NM 87504-1028
(505) 827-2235 or 2240

NEW YORK

Department of Motor Vehicles
Driver Licensing Division
Swan Street Bldg., Room 221
Empire State Plaza
Albany, NY 12228
(518) 474-0735

NORTH CAROLINA

Division of Motor Vehicles
Driver Services
1100 New Bern Avenue
Raleigh, NC 27697
(919) 733-9906

NORTH DAKOTA

State Highway Department
Driver License & Traffic Safety Div.
600 E. Boulevard Ave.
Bismarck, ND 58505
(701) 224-2603

OHIO

Bureau of Motor Vehicles
Driver license Division
P. O. Box 16520
Columbus, OH 43266-0020
(614) 752-7500
(Note: Requests for driver record
abstracts must be in writing.)

OKLAHOMA

Department of Public Safety
Driver Improvement Bureau
P. O. Box 11415
Oklahoma City, OK 73136
(405) 425-2059

OREGON

Motor Vehicles Division
Driver Licensing Section
1905 Lana Avenue, N.E.
Salem, OR 97314
(503) 371-2200

PENNSYLVANIA

Bureau of Driver Licensing
Information Sales Unit
P. O. Box 8691
Harrisburg, PA 17105
(717) 787-5870

PUERTO RICO

Bureau of Traffic Safety
P. O. Box 412469
Minillas Station
Santurce, PR 00940
(809) 725-5145

RHODE ISLAND

Division of Motor Vehicles
Operator Control Section
345 Harris Avenue, Room 212
Providence, RI 02909
(401) 277-2994

SOUTH CAROLINA

Motor Vehicle Division
Driver Records
P. O. Box 1498
Columbia, SC 29216-0028
(803) 737-1220

SOUTH DAKOTA

Dept. of Commerce & Regulation
Driver Improvement Program
118 W. Capitol Avenue
Pierre, SD 57501-2080
(605) 773-4127

TENNESSEE

Department of Safety
Driver Control Division
1150 Foster Avenue
Nashville, TN 37210
(615) 741-3954

TEXAS

Department of Public Safety
Driver Improvement and Control
P. O. Box 4087
Austin, TX 78773
(512) 460-2186

UTAH

Motor Vehicle Division
Motor Vehicle Records Department
P. O. Box 30560
Salt Lake City, UT 84130-0560
(801) 965-4430

VERMONT

Department of Motor Vehicles
Driver Improvement
120 State Street
Montpelier, VT 05603
(802) 828-2056

VIRGINIA

Department of Motor Vehicles
Driver Licensing & Info Division
P. O. Box 27412
Richmond, VA 23269
(804) 367-0538

VIRGIN ISLANDS

Commissioner of Public Safety
P. O. Box 210
Charlotte Amalie
St. Thomas, VI 00801

WASHINGTON

Department of Licensing
Division of Driver Services
Highways-Licenses Building
Olympia, WA 98504
(206) 753-6972

WEST VIRGINIA

Department of Motor Vehicles
Driver Improvement Division
1800 Washington Street, East
Charleston, WV 25317
(304) 348-0238

WISCONSIN

Department of Transportation
Compliance and Restoration Section
P. O. Box 7917
Madison, WI 53707
(608) 266-2261

WYOMING

Field Services Division
Financial Responsibility Section
122 West 25th Street
Cheyenne, WY 82002-0110
(307) 777-5260

